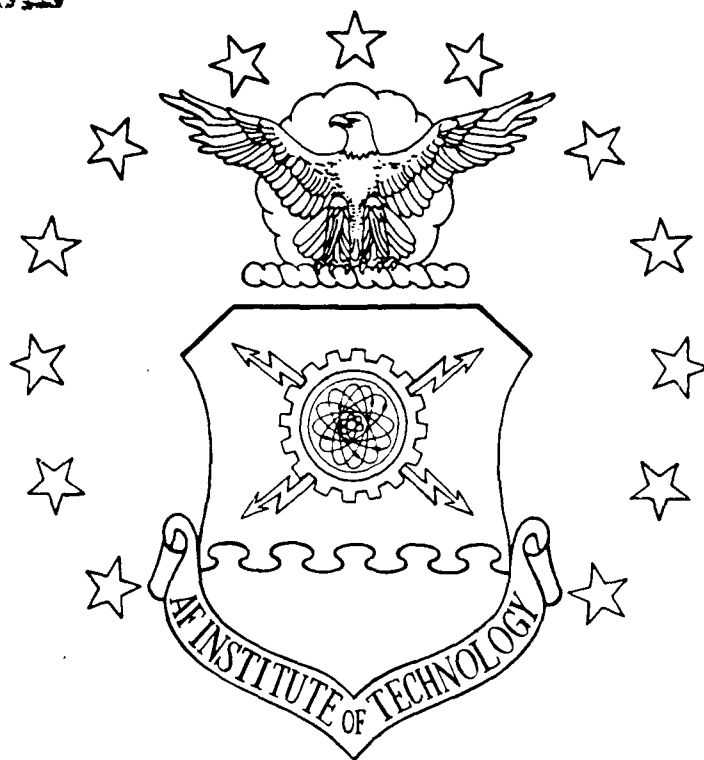


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ASSESSING THE FEASIBILITY OF  
COMPUTER-ASSISTED INSTRUCTION FOR  
THE STANDARD BASE SUPPLY SYSTEMS  
EQUIPMENT CUSTODIAN MANAGEMENT COURSE

THESIS

Michael A. Sivley  
First Lieutenant, USAF

AFIT/GLM/LSR/89S-54

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FOR THE STANDARD BASE SUPPLY SYSTEMS  
EQUIPMENT CUSTODIAN MANAGEMENT COURSE

THESIS

Presented to the Faculty of the School of Logistics  
of the Air Force Institute of Technology

Air University

In Partial Fulfillment of the  
Requirements for the Degree of  
Master of Science in Logistics Management

Michael A. Sivley, B.S.

First Lieutenant, USAF

September 1989

Approved for public release; distribution unlimited

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Mike Sivley

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Abstract

The purpose of this research was to investigate the feasibility of developing and testing a Computer-Assisted Instruction (CAI) program for the Equipment Custodian Management Block III course administered by the Wright-Patterson AFB Base Supply Customer Training Unit (2750th LS/DMSPTT).

The study had five major categories of investigative questions: 1) the training requirements of supply, 2) the circumstances in supply that could affect CAI development, 3) the Air Force (AF) guidance on development of training, 4) the development of CAI, and 5) the effective ways to test and evaluate a CAI course. To answer the above questions interviews were conducted with key supply personnel, the literature on CAI theory was reviewed, and AF regulations and manuals were searched.

After the first four investigative questions were answered, a CAI course could be developed. To develop the CAI program, decisions had to be made in three major areas. These three areas are the CAI course content, the CAI course structure, and the implementation of the CAI course. After these decisions were made, a CAI course was designed.

The CAI course was implemented into a classroom setting and evaluated against the conventional instruction. The evaluation compared student achievement, instructional time, exam time, and overall course time. For this experiment, CAI was found to be a feasible method of instruction for the WPAFB Base Supply Training Unit. A considerable reduction in overall course time was observed. The average overall course time for the CAI course was 2 hours 23 minutes, a reduction of 62 percent from the overall conventional course length. Also student exam scores showed an increase over the conventional course observed. The exam scores for the CAI course averaged 92 percent, a seven percent increase over the scores obtained by the lecture/discussion method of instruction.

ASSESSING THE FEASIBILITY OF COMPUTER-ASSISTED INSTRUCTION  
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EQUIPMENT CUSTODIAN MANAGEMENT COURSE

I. Introduction

General Issue

Air Force Regulation (AFR) 50-10 (Base-Level Supply Customer Training) states that the Wright-Patterson AFB (WPAFB) supply customer training unit (2750th LS/DMSPTT) will offer five major blocks of instruction to its customers (7:1-2). The supply training unit also provides internal classes for supply personnel. All of these courses--whether mandatory, internal, or customer requested--must be developed, taught, and updated by the people in the training unit.

This instruction is currently presented using the conventional methods of teaching: classroom lecture and discussion (31). This training puts a considerable workload on the limited number of people in the base supply training unit.

The WPAFB base supply training unit has the responsibility of keeping trained over 2,000 equipment custodians and their alternates. Annually, the base supply training unit trains over 600 new equipment custodians. The equipment custodian management course (ECMC) is offered

twice a month and accommodates 30 to 35 people per class. Classes are held at the WPAFB supply branch training room and are scheduled to last six hours. Custodians of accounts located away from WPAFB but serviced by the base supply branch receive an ECMC package and take the course through correspondence (31). The ECMC course causes over 3,600 hours of lost productivity annually for the WPAFB workcenters while employees attend the six hour unit of instruction.

#### Specific Problem

Computer-Assisted Instruction (CAI) has been examined and used in the Air Force. WPAFB Base Supply Branch is seeking alternative methods to improve operational effectiveness, to shift training workload to managing instead of teaching, and to reduce the loss of productivity for the WPAFB workcenters (25). The question is whether CAI is a potential alternative method for the training needs of base supply. If CAI can be developed for the ECMC course, it must be tested for equal or increased effectiveness and be able to meet the objectives of base supply.

#### Research Objective

The purpose of this research is to investigate the feasibility of developing and testing a CAI program for the ECMC course administered by the WPAFB Base Supply Customer Training Unit.

The investigative questions that will answer the objective were structured into five major categories: the training requirements of supply, the circumstances in supply that could affect CAI development, the Air Force guidance on best ways to develop training, the development of CAI, and effective ways to test and evaluate the CAI course.

The following questions will examine the training requirements of the supply training unit as contained in the ECMC course.

1. What are the main objectives of the course?
2. How is the present course structured?
3. Who must attend the course?
4. Where was the current course developed?
5. How often is the course revised?
6. Who is approval authority for the course content and method?
7. What feedback has the IG made on the course?
8. What other methods of measuring course effectiveness are available and what results have they produced?

The second category of questions will look at what circumstances in the supply training unit would affect the development of a CAI training program for the ECMC course.

1. What theoretical considerations must be examined?
2. What computer hardware is available?

3. What computer software is available?
4. What records are required to be kept by the training unit?
5. How is student learning measured?
6. What manpower is available in the training unit to manage CAI?

The third category of investigation will examine the processes which the Air Force recommends for the design of training.

1. What process is used to develop instruction in the Air Force?
2. Who will develop instruction?
3. What questions must be asked during the instructional process?

The fourth category of research concerns information on developing a design for a CAI course?

1. How is CAI formatted?
2. How will the students interact during the course?
3. How is CAI developed to test learning, and save student responses?
4. How is CAI physically laid out?
5. How is the program revised?
6. How can CAI be designed for self paced learning?
7. What learning structure will be used for the ECMC course content?
8. How and by whom can design and content be verified?

The final category of questions that will be examined fall under the requirements that must be met to effectively test and evaluate the prototype ECMC course.

1. What does the theory say about conventional instruction vs. CAI?
2. How are tests designed and especially CAI tests?
3. What procedures will be used for testing?
4. How is learning quality evaluated, by instructor, researcher, and students?
5. How is compatibility measured between conventional instruction and CAI?
6. How do instructors and students feel about CAI?
7. How should the educator evaluate the course?
8. How compatible is the content?
9. How easy is it to use?
10. How clear is material to user?
11. What criteria should students use to evaluate the course?
12. How user friendly is the prototype CAI program?

#### Scope and Limitations

This research, like most research that involves computer applications, has several limitations. First, the rapid advancement of computer technology and capability could affect the CAI design or even impact the Air Force regulations governing training in the Air Force. Second,



the constraints of limited personnel, the experience level of instructors, and the lack of a standardized course throughout the Air Force supply environment will limit the research to what is applicable to WPAFB supply training unit. The CAI will be designed for just one area of training that is offered by the supply training unit. The ECMC course is the area that will be reviewed. Third, the computer hardware and software needed to accommodate the CAI program will be limited to what is already available in base supply at WPAFB. Next, the ECMC course content must be designed through the direction of AFR 50-2 (Instructional System Development) and the guidance of current course handouts, tests, and classroom observations.

## II. Literature Review

### Introduction

The purpose of this chapter is to review current literature related to three main areas that will influence the requirements for a CAI program. The following topics were examined: the Air Force regulations and Air Force manuals that govern the base supply training unit, the regulations and manuals that involve creating training materials and courses for the supply training unit, and the literature on the theory and programming of CAI. The relationships of the three main areas that influence the development of a CAI program are presented in Figure 1.

### Training

The regulations and manuals that govern the WPAFB base supply training unit are AFM 67-1, Vol II, Part Two, Amendment 5, 1 June 88, which lists the responsibilities of the supply training unit; AFLC Supplement 1, AFM 67-1, Vol II, Part Two, Chap 2, 29 August 1988, which lists AFLC command changes to the manual; and AFR 50-10, 23 October 1987, which tells how to establish programs (it outlines programs, tells frequency to be taught, and identifies who must be trained).

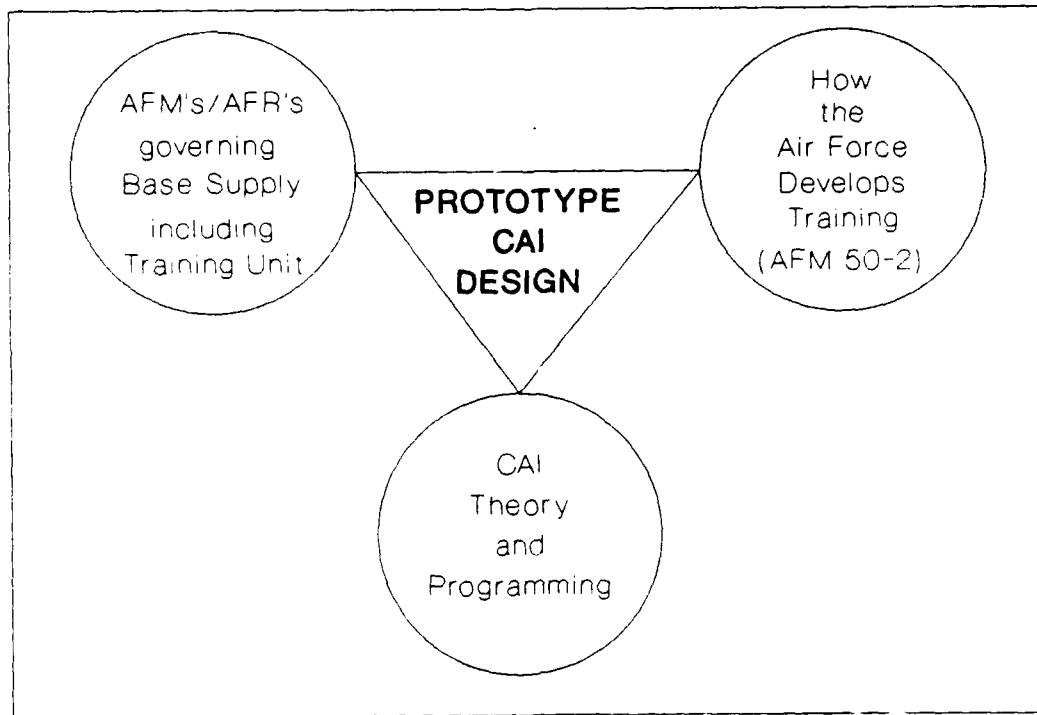


Figure 1. Relationship of Main Areas to CAI Development

The responsibilities of the WPAFB supply training unit are to schedule computer operations training, to supply customer training according to AFR 50-10, to develop a training schedule, to notify commanders and supervisors about training, to keep administrative records on training completed, to provide training to supply personnel working outside of the supply squadron, to supply training to off-base accounts, and to work with analysis unit to develop local training programs to solve problems identified by management (10:2-53-2-54). The training unit at WPAFB does not have the responsibility of monitoring the on-the-job training (OJT) records. This task has been

supplemented by the Air Force Logistics Command (AFLC) due to the unique situation at WPAFB (6:1). The WPAFB Supply Branch is part of the WPAFB Logistics Squadron and the squadron's training unit has the responsibility of monitoring OJT records.

How does the WPAFB supply training unit train its customers? AFR 50-10 states that training units will administer training programs using the lesson plan outlines from Headquarters (HQ) Air Training Command (ATC) and Major Commands. These plans can be modified to meet each base's needs, and this modification is strongly encouraged (7:1). The training programs involve five major areas of study:

- Block I - General Supply Indoctrination
- Block IIA - Bench Stock Management
- Block IIB - Repair Cycle Management
- Block III - Equipment Management
- Block IV - War Reserve Material (WRM), War Readiness Spares Kit (WRSK) and Mobility Management.  
(7:1-2)

The Equipment Management course (Block III) involves six sub-topics that must be taught during the course instruction (7:2). The students (primary and alternate custodians) must earn a passing grade of 70 percent on a 50-question custodian exam given at the end of the ECMC course (9:1).

Overall, the WPAFB supply training unit is responsible to train customers of supply, to conduct in-house training, and to accommodate off-base training requirements. The

training unit does offer the five blocks of training which are received from HQ ATC and AFLC and they do modify as needed (31).

#### Development

How does WPAFB base supply training develop a training course? The manuals and regulations that govern the development of supply courses are AFM 50-2, Instructional System Development and AFR 50-10, Base-Level Supply Customer Training.

Air Force Manual 50-2 states "Air Force instruction must equip people to do their jobs. More instruction than that is wasteful; less can cause big problems" (8:1-1). The development of any instruction involves many questions that must be asked. Instructional Systems Development (ISD) was developed in 1965. The ISD process is developed in five steps:

Step 1 (Analyze System Requirements) involves data collection on the system and information on how the system works, is maintained and used. The product of this step is a list of job task.

Step 2 (Define Education/Training Requirements) identifies the need for qualified instructors, and who will receive training. Other considerations are time, equipment, facilities, funding, and cost.

Step 3 (Develop Objectives and Tests) will specify objectives from expected behaviors and performances. Another part of this step involves developing a means to measure the attainment of the objectives. Criterion tests are used to evaluate the ability of students to achieve the objectives.

Step 4 (Plan, Develop and Validate Instruction) involves placing learning exercises in an order that produces results in the shortest time. This step involves the selection of methods, media, and equipment that supports the learning.

Step 5 (Conduct and Evaluate Instruction) involves using a course, continually evaluating it, and revising it when needed.

Air Force policy directs the use of ISD. The goal of ISD is to build the best possible instructional system (8:1-4). The ISD is defined as an effective and efficient process. Figure 2 summarizes the ISD process used for Air Force training.

AFR 50-10 states that HQ ATC personnel will prepare and maintain lesson plans for the five major blocks of instruction taught by base supply. This relieves the training unit from having to develop the total ISD process for these courses. When changes are needed, the revisions are handled by the training unit. Also, only a lesson plan

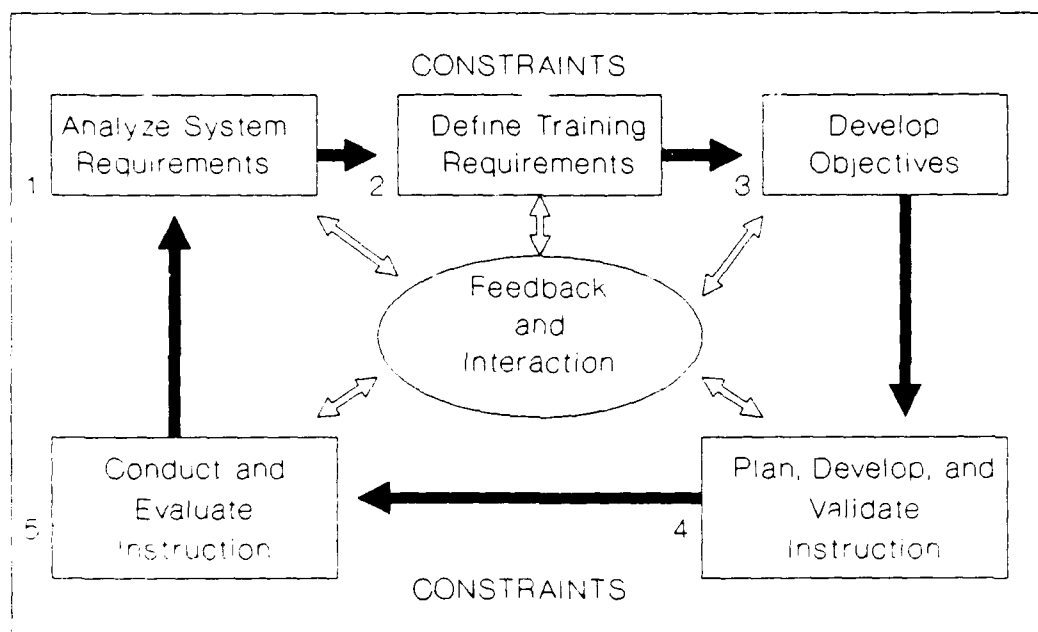


Figure 2. The Instructional Systems Development Process  
(8:1-2)

outline is developed by HQ ATC; the text and exam used for the training course are developed by the WPAFB training unit. HQ ATC will annually review the courses listed in AFR 50-10 and update lesson plan outlines as needed (7:1).

In the current research project, the CAI training course for the Equipment Custodian Management Course was developed in accordance with AFR 50-10 and AFM 50-2. HQ ATC lesson plans were used as guidance in developing the existing course text and exam. In turn, the existing course serves as the basis for the CAI course.

### CAI Literature

The theory and programming literature found on CAI covers the following areas: terminology, development, applications, impact to education, hardware, software, design elements, and evaluation.

Terminology. Computers have been used in the application of instruction over the last two decades. CAI is defined by Kemner-Richardson, Lamos, and West as follows: "Computer-Assisted Instruction (CAI) is the use of the communication and storage capabilities of a computer to provide the direct presentation of instructional materials and/or provisions of practice to the learner" (20:9).

Throughout the literature, computer instruction has also been called "computer-based training," "computer-based instruction," and "computer-assisted learning" (2, 3, 11, 12, 16, 22, 24, 26, 30, 32).

The fact is . . . that computer-assisted instruction describes the process that researchers have been studying: the use of computers as an educational tool to assist and enhance the instructional process. (16:3-2)

Computer-Managed Instruction (CMI) performs the administrative and management tasks associated with teaching. These tasks include keeping track of grades, scheduling, tests, and statistics. Some researchers feel that CMI and CAI are parts of a larger application called computer-based training (28).



This research considered CAI and CMI as two separate applications of a computer in education. CAI describes the educational instructional process, while CMI describes the administrative applications of the computer.

Development. The technology of computers today has accelerated instruction with no real difference in outcome. CAI has forced discipline on the instructional design process and has made a major impact on the technology of the learning process (18:73). The Air Force directs the use of the ISD process, which is stated in AFR 50-2. This process was used in the development of a CAI prototype design.

Another development process was reviewed to show comparisons with the five-step process described above. The Air Force Institute of Technology uses an instructional development process called the Academic Instructional System (AIS). AIS involves a seven-step process very similar to the ISD approach. The difference is that AIS is used basically for education and higher learning, while ISD has been used for training (1:1). This research will follow the Air Force policy of using ISD because the supply squadron provides training.

Application. Computer-assisted instruction can be applied to many methods of educational instruction. Some researchers describe these methods or application as forms, tones, and modes of instruction.

In their decision handbook, Kemner-Richardson, Lamos, and West recognize six forms of CAI: Informational, Drill and Practice, Tutorial, Simulation, Inquiry, and Intelligent (20:19-24). In her book Computer-Assisted Instruction In Composition: Create Your Own, Cynthia L. Selfe explains five tones a CAI lesson can take: Games, Drill and Practice, Simulation and Problem Solving, Inductive or Deductive, and Tutorial (27:58,60). Mary H. Manion also notes six modes of delivery and interaction: Drill and Practice, Tutorial, Educational Gaming, Simulation, Problem-Solving and Word Processing (23:26-27). Robert Gagne states there are nine different events of instruction. The three most common types of CAI are drill and practice, simulation, and tutorial (17:19).

The general characteristics of CAI modes described by Kemner-Richardson et al. appear more complete in their view of the delivery and interaction than those listed by the other experts. Therefore, the six forms of CAI by Kemner-Richardson et al. will be examined.

Informational. Generally, the computer is used to provide information to support conventional instruction or other methods of CAI. The computer becomes a database containing information, text, graphics, and other forms of data. This information becomes available to the student for reference or problem solving (20:19).

Drill and Practice. Drill and Practice CAI is designed to review, reinforce, and relearn a skill (23:27). Some experts feel that the drill and practice approach can be useful on topics like grammar, spelling, and reading. Others feel this is harmful because it takes time away from more complex problems such as invention and development (27:60). Drill and Practice plays a very important part in the learning process. It can be developed in the simplest form such as set math problems to multiple choice questions or it can become more sophisticated (23:21).

Tutorial. Informational CAI and Drill and Practice CAI are supplements to classroom instruction. Tutorial CAI is the first form where the computer presents the instruction. Tutorial CAI is adaptable to the nature of the student-computer interaction (20:21). The main objectives of the tutorial mode are knowledge acquisition and comprehension (23:27). A good tutorial program should be able to stand alone and come in two general formats: linear or branching (17:20). In tutorial CAI,

frames of text and graphics are typically interspersed with embedded questions such as constructed answers, true/false, multiple-choice, or matching questions. Immediate feedback messages and schemes . . . are in good measure, what makes the lesson a tutoring experience. (20:21)

The ECMC CAI program, which is a tutorial CAI, contains immediate feedback messages for the lesson exercises and the test questions developed. This characteristic plays a major

part in the student interaction and the tutorial mode of CAI. These characteristics make the tutorial method interactive.

There are some cautions that must be taken in developing or purchasing tutorial CAI. Protection must be given to ensure that tutorials do not become automated "page turners", which are not interactive, are non-adaptive, and view the student as just a recipient of information (20:22). Figure 3 depicts an instructional algorithm used in designing tutorial CAI.

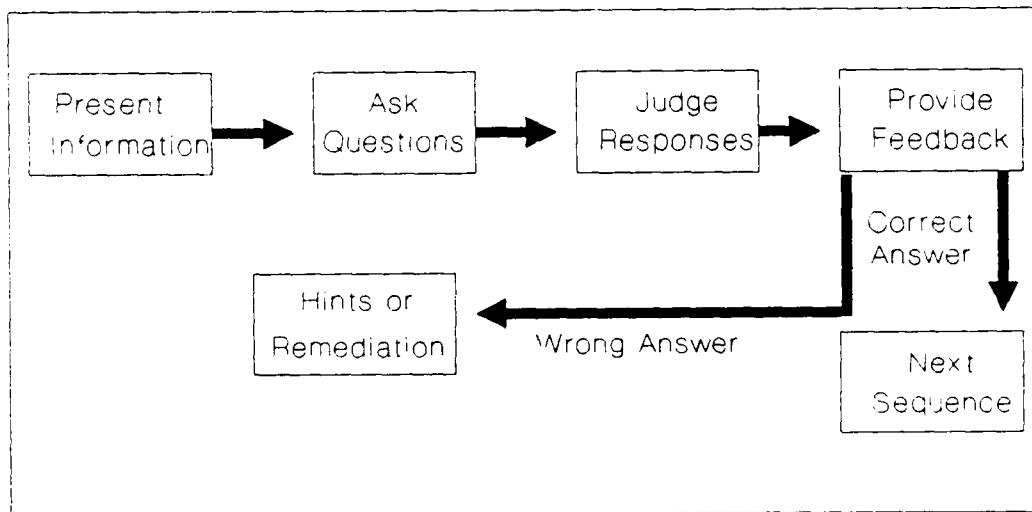


Figure 3. A Typical Instructional Algorithm (15:16)

Simulation. Simulation CAI is used to give students a chance to practice solving problems in life-like and job-like situations. Typically there is no correct

answer or action. Performance is evaluated based on the selections made throughout the simulation. Simulation usually operates in cycles. Each cycle begins with a simulation in a given state. A special form of simulation is called gaming (20:22). Simulation should be used when basic principles and concepts have been learned. Simulation involves both application and analysis levels (23:27).

Inquiry. Inquiry CAI combines the objectives of tutorial and informational CAI. Inquiry CAI allows the student to control the dialogue, what he or she wants to learn. Inquiry CAI is considered to be user friendly and is appropriate for refresher and brush-up training (20:24).

Intelligent. Intelligent CAI is used to emulate the student-teacher interaction of an instructional dialogue. Three components must be brought together: the subject matter expert, the student's current knowledge level, and the rules in conducting instruction. At present, Intelligent CAI is not a fully mature technology.

Impact. Three areas were examined: how the implementation of CAI will affect the training unit, how CAI affects conventional instruction, and how CAI affects the students.

If CAI is implemented, the WPAFB training unit will have to transform from being an instructor oriented unit to one which becomes a unit of instructional developers who must be experts in the field of supply. They must also

acquire the skills used to develop CAI through programming or authoring systems (19:16). The role of the training unit will become one of managers and developers of training instead of instructors and monitors. If staffing resources are scarce, perhaps program development could be accomplished at a higher level (20:26). These affects are found in all training organizations that implement CAI as an instructional method (19:16).

The reduction of time tends to be a major result when the effectiveness of CAI is compared to conventional instruction. While many researchers have indicated that CAI does save time compared to conventional instruction, others report that CAI saves little time when compared to individualized instruction (20:36). Burns and Bozeman's literature research revealed that in all studies reported, students took less time to learn through CAI. This analysis concentrated on the area of mathematics (4:35-37). Dossett and Hulvershorn performed a study using a military technical training course in electronics. Their results showed that the mean training time was 37 percent lower than for conventional instruction (13:552-554). Dossett and Konczak investigated peer CAI training. Peer training, as described by Dossett and Konczak, involved two students interacting together with the computer during the course instruction, but exams were still taken on an individual basis. Dossett and Konczak found that time was reduced 49 percent compared

to conventional instruction and was more predictable than one-on-one CAI training (12:43). The researcher Wher, compared instructor training to computer-based training (CBT). One main advantage to CBT was that generally 40 percent less time was spent teaching, which reduced student time away from the job (32:18-21). A reduction in time will be effective as long as student achievement remains unchanged or increases. These two elements--effective learning and reduced time would represent a significant savings for the WPAFB supply training unit.

Many researchers feel that CAI is a positive impact on the learning process (26:12). Dossett and Hulvershorn found in their study that results on achievement scores for CAI and conventional instruction were equivalent (13:552). Burns and Bozeman's results showed that 45 percent of the students had greater achievement, 40 percent experienced no change, and 15 percent had mixed results. The research on kindergarten children by McCollister, Burts, Wright, and Hildreth suggests that the computer may not be as effective when students are just beginning to understand a new concept (24:121). On the other hand, some educators are skeptical about the results of CAI. They feel that researchers are displaying the outcomes of the two instructions without evaluating the compatibility of the methodologies (26:12).

Hardware. The physical equipment and components of a computer system are known as hardware. Considerations must

be given to input devices, memory size, and type of video display (16:4-13). This computer hardware is essential to the presentation of CAI. Each consideration will be discussed in detail.

Input Devices. Input devices are the tools needed by the student to interact with the CAI program. The keyboard, joy stick, computer mouse, and touch screen are input devices. The literature does not contain a lot of information on input devices. Some research has discovered that there is a difference in computer hardware features. When comparing the computer mouse, the joy stick, and the keyboard, students showed better results with the computer mouse (26:18). For this research, the standard Zenith 248 keyboard will be used because Z-248s are available at the WPAFB training unit (29).

Memory. The amount of available memory can affect a hardware choice. Some simple CAI applications require little memory, but some complex simulation programs can exhaust total computer memory. Some computer software packages require the use of large amounts of memory (640K for Microsoft Excel/Microsoft) (5:28). Present and future needs should be considered when looking for the right memory size. This research will use the equipment in the base supply branch, which has 640K memory (29).

Video Display. Preference of a monochrome or color screen in CAI depends on the research that was



reviewed. Selfe explains that the video display not only can show color but can be used for special effects to the lesson. Some of these special effects are special typefaces, sound, graphics, animation, time delays and of course, color. She also suggests that special effects have the potential of distracting the student (27:111,115). Two studies by King, Lahey, Crawford, and Hurlock examined the effects of adding graphics displays to text only; the studies found no significant differences in test scores and concluded that graphics should not be used because they only add to the cost of the program (12:41). Other researchers feel that graphics should be used for behavioral performances not knowledge training (12:43). The behavioral performances discussed above are described as elements that are pleasing and nice to the students. Because of the nature of the course content, graphics will not be used in the developed ECMC CAI program.

Software. Software is another consideration that must be examined in order to present CAI. Kemner-Richardson et al. outline four types of software support: higher order languages (HOL), authoring languages, authoring systems, and design systems (20:40). HOL's and authoring systems will be discussed.

Higher Order Languages. "A higher order language is a general-purpose language that can be used for a variety of applications including . . . CAI courseware" (20:78).

Kitchens describes HOL as higher-level languages and gives FORTRAN, ALGOL, BASIC, Pascal, and COBOL as examples (21:425). Advantages of HOL are the relatively inexpensive software cost and the fact that the programs are easily transportable from different computer hardware. Some disadvantages are that programming can take longer and someone must be trained in HOL programming. Simple courseware can still be developed easily, but complex courses could call for professional programming skills.

Authoring Systems. Authoring systems use a course development approach that does not require computer code generation (20:88). Some advantages of authoring systems are that little training in computer programming is needed and that computer programmers are not needed on the staff. Disadvantages of authoring systems are that a license fee is required, which can be costly, and that the program generation can be restricted in some cases. SOCRATIC is an authoring system developed by Solutions Unlimited. It has the ability to do both CAI and CMI functions; it includes a graphics package; and it has the capability to use database functions (28).

Design Elements. Designing the screen display is a vital part of a CAI program. Certain decisions must be made to promote consistency and keep students from becoming disoriented from screen to screen. First, an instructional area must be defined for text and graphics for teaching.

Second, students should have a consistent place to look for directions. Third, if student responses are necessary, then a generous area should be set up, and a standard symbol should be used to designate this area. Choices and menus should be found on almost every screen of the CAI program. These choices allow students some measure of control over the computer. This is one method of humanizing CAI. Next, feedback messages should be found in a particular area on the screen, along with how they appear on the screen, and the tone in which they appear on the screen. Last, some experts feel that one line on each screen should be dedicated to lesson orientation (27:99-106).

Evaluation. Two main topics were reviewed under evaluation: pretesting and the actual experiment testing of the CAI program. Air Force Manual 50-2 discusses the five-step process of ISD (8:1-1-1-3). Step five examines the evaluation of instruction which includes internal and field evaluation. Internal evaluation includes the following phases: control documents, resources, instructional facilities visits, instructors, measurement program, and analysis. The process of checking compatibility between documented material and course text takes place during the control document phase. The observation of the course when being taught comes under the instructional facilities visits. All elements of evaluating a program fit under one of the phases mentioned above (8:6-3).

Selfe describes evaluation of CAI as field testing the program (27:121). She developed a worksheet which is divided into four major areas: 1) what lesson components must be field tested, 2) when field testing should take place, 3) how field testing should be undertaken, 4) and who should be involved in field testing (27:121-130).

Emory states that "experiments are studies whose implementation involves intervention by the researcher beyond that required for measurement" (14:114). There are three major designs of experiments for research: the preexperimental, the true experimental, and the quasiexperimental. The true experimental was examined further and it is broken into pretest-posttest and posttest only designs. The characteristics of pretest-posttest are randomness, two groups, and two tests. The pretest-posttest design must be random in selecting a sample; there must be two experimental groups, one called a control group and the other group having stimuli added to examine the changes from the control group; also the pretest-posttest design requires a test be given before the experiment and a test after the stimuli have been added. The difference between the two tests and the difference between the groups' exam scores would be examined.

The posttest only design involves only a posttest and the examining of the differences between the groups. This type of design was used in the current study because the

ECMC program is pre-scheduled, a procedure which affects randomness; the control group will be one of the present scheduled conventional instruction classes, and the CAI program will be the stimuli added to the other group; and only a posttest will be used to evaluate the results of the experiment (14:122).

Emory explains that what one measures is as important as the type of experiment design used. He says, "Researchers strive for quantitative measurement, which is more powerful statistically . . . " (14:86). Three major elements influence a good measurement: validity, reliability, and practicality.

Validity refers to the extent to which a test measures what we actually wish to measure. Reliability has to do with the accuracy and precision of a measurement procedure . . . . Practicality is concerned with a wide range of factors of economy, convenience, and interpretability.(14:94)

Equivalence is another area that was discussed. The two groups of an experiment must be as equal as possible. The basic technique of using randomization must be followed.

### Summary

This chapter has reviewed the literature in three main areas. The literature on the base supply training function consists of regulations and manuals that must be followed. The Air Force regulations and manuals were reviewed to show how training material is developed in the base supply training unit. An extensive review was done on the theory

and programming of CAI. This review of the literature was helpful in coming to decisions in the areas of computer program design and screen displays in developing the prototype CAI course of instruction for the ECMC course. The evaluation phase of the program was accomplished in two sections, that of pretesting and experimentation. The results of the experiment were only generalized to this researcher's sample. This limitation was due to the small sample size, the lack of randomness in student selection, the availability of facilities, and the time constraint on the project.

### III. Methodology

#### Introduction

This chapter describes the procedures that were used to answer each of the five investigative questions in order to meet the objective of the project.

#### Investigative Question 1

What are the training requirements of the supply training unit as contained in the ECMC course?

The training requirements were determine by studying the Air Force Regulations that govern the supply operation, by interviewing knowledgeable individuals in the supply function, and by first-hand observation of the supply operation. Each of the procedures is described more fully in the following paragraphs.

The first step towards answering this objective was to interview Major James Schaeffer, the Chief of Supply (LS/DMS). During this interview, some of the objectives of the training unit were reviewed and the limited number of qualified personnel for training was discussed. At this time, Ms. Jody Taylor was identified as the Chief of the Customer Service and Training Unit (LS/DMSPT).

The interview with Ms. Taylor revealed that AFR 50-10 and AFM 50-2 contain the supply information for developing and giving training. For the ECMC course, Ms. Taylor

furnished all course materials used and answered questions regarding attendance, approval authority, IG feedback, and past measurements of course effectiveness.

The regulations provided two categories of information: mandatory requirements and general guidance. The mandatory requirements were that (1) all training programs and training material will be revised annually as a minimum requirement and that (2) five blocks of customer supply training will be taught.

The researcher physically observed the ECMC course being taught. Observation was used to obtain information on what areas of the course content are emphasized more than others.

Ms. Taylor was given a list of course topics and asked to indicate the relative importance of each item for emphasis in the course. Appendix A contains the list Ms. Taylor prioritized. These priorities were compared to the priorities observed in the classroom lectures. High priority items were incorporated into the CAI program.

#### Investigative Question 2

What circumstances in the supply training unit would affect the development of a CAI program for the ECMC course? Also, what theoretical considerations must be examined?



The circumstances that could affect the development of CAI were determined by interviewing knowledgeable supply people and by observing the WPAFB supply training facilities. The following paragraph will discuss the procedures necessary to answer the objective.

First, Ms. Taylor introduced the researcher to Mr. Don Steltz, Chief of the Analysis Unit in base supply (LS/DMSPPA). Mr. Steltz provided information on available computer hardware and software within the supply training unit that could support CAI development. Information from Mr. Steltz indicated a course written in GW BASIC and designed to run on PC computers would be the most appropriate design approach.

### Investigative Question 3

What is the process which the Air Force recommends for the design of training?

These questions were answered by reviewing the AFR 50-10, Base-Level Supply Customer Training, and AFM 50-2, Instructional System Design. As stated in Chapter 2, AFR 50-10 explains that HQ ATC is responsible for developing lesson plan outlines for the five major blocks of instruction. Changes can be made to these plans and are encouraged by HQ ATC. AFM 50-2 describes the ISD process, which is discussed in detail in the literature review.

#### Investigative Question 4

How is a design developed for a CAI program?

The information concerning the development of a design was researched through the literature and by interviewing Ms. Taylor.

Ms. Taylor discussed types of interaction that would be warranted in this type of instruction. In addition, she provided a list of the administrative tasks that need to be incorporated into the CAI program design. Also discussed were how the screen display, tone of instruction, and placement of text would be designed. The researcher also reviewed literature on the programming language BASIC in order to become knowledgeable in BASIC programming. Also, a review of the CAI literature provided helpful insight about making decisions on design development. After information from the supply units and the literature had been assembled, a project flowchart for a CAI course was developed to give the researcher guidance when creating the ECMC CAI program. Appendix B displays the project flowchart. Then the program was coded in GW BASIC. BASIC was chosen since it was readily available in the supply squadron and because it could be compiled to restrict unwarranted access to exam answers by students using the program.

In addition, design features of the program, such as screen color and line spacing, must be determined. For this project, user test were conducted to ensure that the

design choices would meet the needs of the majority of users. These tests and their results are described in Chapter 4.

#### Investigative Question 5

What requirements must be met to effectively verify and validate the prototype CAI ECMC course?

These requirements were determined by reviewing CAI literature, by interviewing key supply personnel, and by surveying the instructor, peers, and students.

Because the literature contains conflicting information about the effectiveness of CAI instruction, it is important to test the validity of any new CAI program. First, however, the program must be verified.

Verification of the CAI program consisted of all the activities necessary to ensure that the program ran smoothly, recorded all necessary student performance information, and presented a satisfactory video output. Verification was therefore an iterative process of rewriting and testing the program's code in each of the 24 interactive modules that comprise the CAI program.

Validation of the program consisted of comparing the learning achievements of two groups of students, one which received instruction in the conventional classroom mode and one which received instruction in the CAI mode.

The literature states that validation requires that both test and control groups must receive instruction that is comparable in both content and layout. The validation for this CAI project consisted of a randomized posttest only experiment. The experiment was accomplished by using a conventional classroom group of students as the control group and students using the CAI course as the treatment group. The elements that were observed and compared are student achievement, instruction time, exam time, and the overall course time. Simple descriptive statistics were used in the comparison.

The primary criteria for comparison were the exam scores of the two groups and the lengths of time required to complete the course in either mode. Subsidiary data in each of these two categories was collected for comparison. Chapter 5 describes the validation procedures in detail.

#### Summary

When the sub-objectives from the five investigative questions are accomplished, a prototype CAI program was developed and investigated for feasibility. Chapter four will describe the program that resulted from applying the methods described above.

#### IV. Development of the CAI Course

##### Introduction

The purpose of this chapter is to describe the CAI course that was developed for the 2750th Supply Customer Training Unit and to demonstrate how the CAI design matches required course content with CAI learning theory. This chapter covers four major topics: 1) the current training course, 2) development of CAI course content, 3) development of CAI course design, and 4) the implementation of the CAI course.

##### Description of Current Training Course

As discussed in Chapter 2, two influences guide the current training offered by the 2750th Supply Customer Training Unit: 1) the AF regulations and manuals specifying what material must be covered in the custodian training course, and 2) the standard AF methodology for designing training/instruction. The current course incorporates both of these influences.

The current training course, called the Equipment Custodian Management Block III consists of six hours of classroom lecture/discussion, followed by a fifty question, open-book exam. Approximately 600 people take the course annually.

The content of the current course is contained in a locally produced text called the Equipment Management Guide (EMG). This text is provided to students at the beginning of each offering of the course. Classroom activities consist of the instructor leading the students through the text material. The instructor reviews the important concepts and demonstrates how to perform the activities associated with the supply custodian's duties. During observations of actual class sessions, the researcher noted that approximately one-third of the actual Equipment Management Guide material was covered in lecture/discussion. The remainder of the material is available as reference material to the students when they return to their duty stations. This text normally becomes a part of the day-to-day reference material used by the new custodian.

As stated earlier, a fifty question, open-book exam is administered at the end of the lecture/discussion session. Students are required to answer at least 70 percent of the questions correctly to pass the test. Students may use the text and class notes when answering the questions.

If students do not meet the requirement of 70 percent correct answers, they must repeat the course at another class date. AFLC Supplement to AFR 50-10 states that organizational commanders can be notified and equipment accounts can be frozen until the equipment custodian satisfies the course requirement.

The supply training unit is responsible for recording pertinent data on each equipment custodian at WPAFB. This information, which consists of demographics and test scores, is collected on a sign-in roster and on the student exam sheet. The instructor later transfers all of this data to a computer file. This information is used by other sections and units in Base Supply and on WPAFB.

#### Development of the CAI Course Content

The process of developing the prototype CAI course content required certain major decisions to be made at the outset. These decisions and their rationale are discussed below.

Decision 1. The CAI course would be patterned on the content of the existing classroom/lecture course offered.

Rationale. The current course content is sound. The current course is based on AF regulations, AF manuals, and lesson plan outlines. These outlines are developed by HQ ATC using the ISD process. The outlines are then used by the supply training unit as a guide in the development of the course instruction and the text.

Standardization and compatibility of content between the CAI course and the current classroom would allow the comparison of mastery of course content by both instructional methods because only the mode of delivery (presentation) would be different. CAI researchers report that the lack of

standardization and compatibility between conventional courses and CAI courses can cause biased results during attempts to evaluate the two modes of delivery (26:13-14).

CAI development can be structured for many types of instruction. This development can be accomplished if the current course is based on logic and includes a type of student interaction. The current course design of discussion and lecture (student interaction), and the current course development through the ISD process (logically developed) permitted a CAI structure to be developed for the custodian course. CAI researchers feel that student interaction plays the major role in CAI programs. Otherwise CAI programs become automated "page turners" (20:22).

Decision 2. The ECMC CAI course would include the Equipment Management Guide (text). This text will be issued to every custodian using the CAI course and will be part of the off-base custodian training package.

Rationale. The text is an intergral part of the current course. It is used during the class sessions and is used during the open-book exam. Also, the theory on CAI played a part in this decision.

Due to the nature of the ECMC CAI course, the text will be used as a piece of reference material throughout the course. The text will give the new custodian easy access to phone numbers, forms, and supply terms when he or she is back at the duty section.



Many researchers of CAI feel that computer instruction is not intended to replace the instructor in the classroom; rather, the computer should assist and enhance the instructional process (16:3-4).

Decision 3. The CAI course would incorporate only the most important material from the text.

Rationale. This decision was made because consistency in the material and the order in which the material is presented should be compatible between the two courses. Also it would be impractical to put all of the text content into the CAI program, since only about one-third of the material is presented in the classroom course. This researcher preferred to include only those topics covered in the classroom, on the assumption that the classroom covers only the important material. As described in Chapter 3, this identification of important material was made by two methods:

- 1) This researcher did an in-class observation of the course instruction.
- 2) A list of major course topics were ranked by importance by the course instructor (Appendix A).

The results from these two methods allowed the researcher to closely parallel the content of the CAI with the classroom course content.

Decision 4. The CAI course would use the same fifty question exam used by the current course.

Rationale. This decision was made because the original exam was developed from the Equipment Management Guide. By using the current exam, the two exams (current exam and CAI exam) would be compatible with only the difference being in the mode of delivery. This compatibility would enable the researcher to use the student exam scores as data for evaluating learning achievement in CAI vs. conventional instruction.

Decision 5. The CAI course content would be presented in a tone (persona) that would reduce computer anxiety and put the student at ease.

Rationale. Selig explains that messages (computer responses) should be created with a persona that will appeal to students and enhance learning (27:99). An attempt was thus made to create a tone that would appeal to adult, professional learners.

Decision 6. The CAI course would collect and store the student demographics that are needed by the supply training unit. The following records must be kept:

- 1) Date course taken by the student
- 2) Student name - first and last
- 3) Rank or Grade of student
- 4) Last four digits of student's social security number
- 5) Custodian's equipment account number

- 6) Custodian's Organization - number and name/office symbol
- 7) Custodian's work phone number
- 8) Custodian's exam score

Rationale. This information is mandatory for the training unit to keep on file. Although it was not the purpose of this project to provide all of the Computer-Managed Instruction (CMI) that might be useful to training personnel, it is nonetheless important to collect the demographic and exam items needed for record keeping. These items are written into three files as the student takes the course, to be examined by the training unit instructors. No program was developed to extract this data into a formatted training report, although that CMI task would be a logical follow-on project.

Decision 7. The CAI course should be designed so that course content can be maintained by the supply training unit. The maintenance of the program includes changes to the course text and the fifty question exam. This maintenance must be performed annually at a minimum.

Rationale. This decision was made after discussing the manpower situation of the training unit with Ms. Taylor. The training unit is authorized a maximum of three personnel, but at any time due to transfers and job advancements, the training unit can have fewer than the three personnel authorized. All training personnel are not knowledgeable in

all courses presented by the training unit. Background knowledge and presentation methods for the different courses must be obtained by newly acquired personnel (31). By using CAI, the role of the personnel in training could change from instructors to managers of instruction.

The above decisions have given insight into how the requirements for CAI course content were developed for the 2750th supply training unit. These decisions were made after reviewing AF regulations, AF manuals, and CAI literature. Personal observation by the researcher and discussions with key supply personnel were helpful in determining some of the decisions.

#### Development of the CAI Course Structure

The process of developing the prototype CAI course structure required decisions to be made from the beginning of the development. These decisions and their rationale are discussed below.

Decision 1. The CAI program would be formatted in a tutorial mode of instruction.

Rationale. The tutorial mode of instruction was described in Chapter 2. Mary Manion described the main objective of the tutorial mode as knowledge acquisition and comprehension (23:27). The current course requires students to become knowledgeable in maintaining equipment accounts. The tutorial mode is made of frames of text with embedded

questions and immediate feedback messages. The CAI course designed would contain texts but no graphics. Kemner et al. notes that tutorial CAI is adaptable to the nature of student-computer interaction (20:21).

Decision 2. The CAI program would use the computer hardware (Z-248) available in the base supply branch.

Rationale. This decision was made because the available hardware has the necessary memory storage of 640k, has a minimum of one floppy drive, and uses the standard keyboard for the students to interact with the CAI program. This hardware is part of the standard computer package available through supply (23). Using this hardware incurred no additional cost to the supply branch.

Decision 3. The CAI course was programmed in a higher order language (HOL).

Rationale. This decision was made because a HOL software package GW BASIC is available in the base supply branch. HOL's are relatively inexpensive and the programs are easily transportable to different computer hardware. The use of a authoring system would result in an additional expense to the supply squadron since specialized software would have to be available on all computer hardware used by the students.

Decision 4. The CAI course was designed with modular programming techniques in the program.

Rationale. The content of the current course is divided into six major topic areas. By making each of these topics a separate module in the CAI program architecture, modules could be easily updated without disrupting other sections of the program. In addition, modular design allows students to move freely among the program units. Page 72 of Appendix C shows the six major lesson topics.

Decision 5. The CAI course designed would not use graphics.

Rationale. This decision was made because the current course uses the Equipment Management Guide, handouts, and overhead slides which outline the lecture material. Like the current course, the CAI course refers to the charts in the Equipment Management Guide when needed. In studies by King et al. no significant difference in student test scores was achieved by adding graphics displays (12:41).

Decision 6. The instructional text of the CAI course was typed in single spacing with double spacing between paragraphs. Limited color was used in the CAI course.

Rationale. Banks et al. examined line spacing in CAI programs and reported that "spacing between lines should equal at least the height of one line, and may be as much as one-and-one half times the height of one line" (3:54). The decision to use only three colors was made because text-only screens would be used in the CAI course. Thus, the program text needs only a background and a character color. A user

preference test (Appendix D) was conducted using 7 AFIT students as test subjects to select the two colors. User tests indicated that white text on a blue background would be the best choices for the program. The color white is high intensity, not the normal brightness. Later, the color yellow was added to help identify title lines. The colors chosen are still readable on a monochrome monitor.

Decision 7. The CAI program design incorporated a self-pacing mode throughout the course.

Rationale. The self-pacing was designed in the program because of the different reading speeds of the students and to allow students to make reading notes. Self-pacing allowed the student to move through the program screen-by-screen by pressing the <ENTER> key to call the next screen into view. A self-pacing mode was established in BASIC by using the input statement. This can be seen in Appendix C page 74.

Decision 8. The same screen layouts were used consistently throughout the CAI course.

Rationale. In CAI design, it is essential to keep the student from becoming lost within the CAI course. Selfe notes that most CAI programs set aside areas or locations for compatible material. These areas or locations are called functional areas (27:99). Other researchers feel that the location of text, student responses, and feedback messages must promote consistency to keep students from becoming

disoriented (17:19). Appendix C, page 82, shows the layout of the instructional text design; page 83 shows the of the lesson exercises; page 135 shows the layout of the course exam. These three layouts are consistent throughout the program.

Decision 9. The CAI course was designed to allow students two complete attempts at the exam if necessary.

Rationale. This decision was made by Ms Taylor. The exam given in the current course of instruction is an open-book exam (31). This open-book exam was the main reason the CAI course was designed to allow a second attempt. This second attempt is allowed only if the student fails to achieve a passing score.

Decision 10. The CAI course would allow the student to review the instructional text and lesson exercises as warranted before the fifty question exam.

Rationale. This decision was made by Ms Taylor. Students who have taken the current course used all course materials and class notes to answer the exam questions. During the CAI course, an instructor may not always be present. This lack of an instructor could mean student questions may go unanswered (31).

The above decisions have given insight into the development of the CAI course structure for the 2750th supply training unit. These decisions were made after



reviewing literature on CAI design and BASIC programming, and after discussions with key supply personnel.

#### Planning for Verification and Validation of the CAI Program

The process of implementation of the CAI course required two other decisions to be made at the outset. These decisions and rationale are discussed below.

Decision 1. The CAI program design and content would be verified (debugged).

Rationale. This decision was made in concurrence with standard programming practice. Selfe says that content and surface features (design) should be verified and this verification should involve the programmer, the students, the teachers, and the administrators (27:121-130).

Decision 2. The ECMC CAI course would be validated.

Rationale. This decision was made because, as discussed in Chapter 2, the CAI programs should provide learning effectiveness at least equal to classroom (conventional instruction) effectiveness.

The validation would use the post-treatment experimental design discussed in Chapter 2. Points of comparison would be 1) student achievement as measured by exam scores, and 2) instruction time.

#### Summary

This chapter described the decisions and rationale needed to develop the ECMC CAI prototype course for the

2750th supply customer training unit. The three major topics that decisions were made for are the CAI course content, the CAI course structure, and the implementation of the CAI course designed.

First, a description of the current course of instruction was discussed. This review covered the course development, the course content, and some responsibilities of the training unit.

Second, the CAI course content decisions and rationale were reviewed. Decisions such as pattern of content, use of existing material, the persona of the text presented, the mandatory record keeping, and the maintenance of the CAI program would be made.

Third, the CAI course structure was reviewed. Decisions on the format design, the hardware, the software, the need for graphics, the line-spacing and color, the ability of self-pacing, and the consistency of the screen layout were made.

Finally, the planning for verification and validation were reviewed. Once these decisions were made, the 24 modules of the ECMC course were designed in a project flowchart form (Appendix B) and were coded in GW BASIC. Chapter 5 describes the subsequent verification and validation procedures and the results obtained.

## V. Verification and Validation of the Program

### Introduction

The purpose of Chapter 5 is to describe the methods that were used to verify and validate the CAI course. These methods included the verification of the CAI program, the observation of the conventional course, the validation of the CAI course, and a comparison between the conventional classroom instruction to the CAI course.

### Method of Verification

Selfe reports that verification (debugging) should include content and design, and should involve the programmer, the students, the teachers, and the administrators (27:121-130). The debugging for the ECMC code involved the programmer, the instructor, the advisor of this research project (Dr. Charles R. Fenno), and the peers of the researcher. The verification detected items from the following areas: spelling, grammar, and course content. The verification also revealed that some items needed to be added to the program design. These items were the addition of warning messages to tell users when they entered inappropriate keystrokes, the addition of other questions to collect student demographics, and better capability to write temporary files to the computer disk to process student

answers when they took the course exam. Each of these capabilities was added and tested.

### Method of Validation

As stated in Chapter 2, Emory explains that the posttest experiment method includes a control group, a treatment group, and observations of the differences between the two groups (14:122). The control group used in this validation was a classroom version of the course taught by Ms. Taylor on 20 July, 1989. The treatment group was a CAI version of the course presented by Ms. Taylor on 27 July, 1989. When validating CAI, many researchers measure the learning achievement of the students and measure the length of time for students to complete the course (4, 8, 13, 32). This experiment compared learning achievement of the students, instruction time, exam time, and total course time.

### Observation of the Conventional Course

The base supply training unit and Ms. Taylor presented the Equipment Custodian Management Block III on 20 July, 1989 in the regular lecture/discussion mode. This presentation would serve as control for the validation. The researcher attended this session to observe and obtain the data needed for the comparison (Appendix E). This data would be used as the standard for evaluating the CAI course.

The conventional course took place in the base supply training classroom of Building 1, WPAFB. Seventeen students

attended the course on this date. The course introduction by the instructor took 19 minutes, during which time she announced that students would be given breaks approximately every 50 minutes. Instruction time was also controlled by Ms. Taylor and indirectly by the amount of discussion by the students. The total instruction time was 3 hours 43 minutes. The exam was an open-book test. The student exam times ranged from 31 to 61, minutes with 48 minutes as the average time to complete the exam. The overall course time ranged from 6 hours, 6 minutes to 6 hours, 36 minutes, with the overall course time average being 6 hours and 24 minutes. The learning achievement of the students ranged from 80 to 94 percent correct answers, with the average being 86 percent.

The researcher observed that students did not receive immediate feedback on their test scores. Students were instructed that AF Form 2426 (Training Request and Completion Notification) would be sent to their organizations through the distribution system.

#### Validation of the CAI Course

The CAI test course was administered by Ms. Taylor on 27 July, 1989. Eleven equipment custodian students participated in the class, which was conducted at the Air Force Institute of Technology (AFIT) Building 641, WPAFB. Because the supply training unit does not yet have enough Z-248 computers to conduct a large class in the CAI mode,

the use of AFIT's computer classroom allowed the validation experiment to take place.

It is important to note that selection of students into the control and treatment groups was random. Each group consisted of the next group of new custodians at WPAFB who were scheduled to take the course. Neither group knew that it was participating in an experiment at the time the classes were formed.

The introduction of the CAI course was conducted by Ms. Taylor. The students were welcomed to the course and given a brief overview. The researcher was introduced as the programmer of the course who was there to assist in computer software and hardware problems. Students were instructed that the course was self-paced and that breaks should be taken frequently so that eye strain and back problems do not occur. Students were informed that the length of the course was unknown, but the classroom was available until 1600 (course started at 0900). The introduction took 15 minutes to complete.

The total instruction time had to be computed differently than in the conventional course because the CAI course was self-paced. In a regular classroom, instruction time is all lecture/discussion time minus break time. In the CAI classroom this computation was accomplished by the researcher randomly selecting three students to observe and by having all the students record start and stop times of

their instruction period. The observation included watching and recording breaks the three students took away from the computer. This break time was averaged and subtracted from the instruction time recorded by the students. This averaging had to be done because the students controlled the number and length of their breaks, and the researcher could not observe all eleven students. Instructional time was calculated from the time the student started the course until lesson six was finished, minus the average break time. The average instructional time for the CAI course was 1 hour and 13 minutes.

The exam time was accomplished by having the students record their start and stop times for the exam portion of the course. No breaks were allowed during the exam portion of the course; this was compatible with the conventional course procedure. The exam times ranged from 33 to 100 minutes, with the average exam time being 53 minutes.

The overall course times included the introduction time, the instructional time, the break time, and the exam time. The overall course time ranged from 1 hour, 55 minutes to 2 hours, 55 minutes, with the average overall course time being 2 hours, 23 minutes.

Student exam scores were also collected from each students' program disk. The scores ranged from 82 to 98 percent, with the average exam score being 92 percent. The CAI course exam gave the students immediate feedback on each

question answered. The ECMC CAI program displayed and recorded each student's final score. The display of the final score allowed students to have immediate feedback on the complete exam before leaving the classroom. The immediate calculation of the test scores allowed the instructor to present certificates and AF Form 2426s to each student that passed the exam in this case, to all students.

#### Comparison of CAI vs. Conventional Instruction

The CAI course and the current course results were compared on the two primary criteria of overall course time and student achievement. Overall course was further subdivided into the categories of instructional time and exam time.

These four elements were chosen because researchers of CAI feel that time savings is the major difference between CAI and conventional instruction (4, 12, 18, 32). Student achievement is important because if the level of student achievement improves or remains the same, CAI may be beneficial for educators and trainers to implement. Table I provides a complete quick reference comparison of the results of the two course offerings.

The comparison of instructional time shows the conventional course was 3 hours, 43 minutes long (controlled by the instructor) and the CAI course ranged from 58 minutes to 1 hour 33 minutes, with an average of 1 hour, 13 minutes



Table I. Comparison of Conventional Course vs. CAI Course

<u>Conventional Course</u>	<u>CAI Course</u>
1. Location: Building 1 Base Supply training room	1. Location: Building 841 AFIT computer training room
2. Instructor: Ms. Taylor Attendance: 17 Introduction: 19 minutes	2. Instructor: Ms. Taylor Attendance: 11 Introduction: 15 minutes
3. Instruction: 3 hours, 43 minutes	3. Instruction: 1 hour, 13 minutes average
4. Exam time: average - 48 minutes range - 31 to 61 minutes	4. Exam time: average - 53 minutes range - 33 to 100 minutes
5. Overall course time: average - 6 hrs, 24 mins range - 6 hrs, 6 mins to 6 hrs, 36 mins	5. Overall course time: average - 2 hrs, 23 mins range - 1 hr, 55 mins to 2 hrs, 55 mins
6. Student achievement: average - 86% range - 80% to 94%	6. Student achievement: average - 92% range - 82% to 98%

(controlled by the students). The exam time of the conventional course ranged from 31 to 61 minutes, with 48 minutes as the average exam time, and the CAI course exam time ranged from 33 to 100 minutes, with 53 minutes as the average exam time. The comparison of the overall course time shows the conventional course ranged from 6 hours, 6 minutes to 6 hours, 36 minutes, with 6 hours, 24 minutes as the average length, while the CAI course ranged from 1 hour, 55 minutes to 2 hours, 55 minutes, with the average being 2

hours, 23 minutes. The conventional time included a lunch hour break, while the CAI course had no lunch break since all students were finished before the lunch hour. Student achievement for the conventional course ranged from 80 to 94 percent, with the average exam score being 86 percent. The CAI course ranged from 82 to 98 percent, with the average exam score being 92 percent.

### Summary

This chapter described the methods used to verify and validate the current course and CAI course, the verification of the CAI course, the observation of the current course and the CAI course, and the results obtained from the two courses.

The method used to verify the CAI course was to have the programmer, the instructor, the administrator, and the researchers peers to review and identify changes needed in the program. The validation included two phases: the observation of the current course and the validation of the CAI prototype course. These two phases of the validation would allow the researcher to compare the two courses of instruction.

The experiment was conducted in a controlled classroom environment with Ms. Jody Taylor as the course instructor. Overall time and student achievement were the two major areas examined. The overall course time average for the

conventional course was 6 hours 24 minutes, while the CAI course averaged 2 hours 23 minutes. Student achievement for the conventional course averaged 86 percent for the exam, while the CAI course was 92 percent.

## VI. Conclusions and Recommendations

### Introduction

This chapter summarizes the conclusions that could be drawn from the comparison of the conventional course of instruction and the CAI course. Also, recommendations for additional research are presented in two areas: 1) those for the supply training unit, and 2) those for CAI course development.

### Conclusions

The data obtained from the observation of the conventional course and the validation of the CAI course produced information on four areas. The results of this examination will be discussed below.

First, instruction time was examined. The average total instruction time for the CAI course was 1 hour, 13 minutes, which represented a savings of 2 hours, 30 minutes over the average instruction time of 3 hours, 43 minutes for the conventional course. Viewed another way, the CAI mode produced an average 67 percent reduction in total instructional time. This reduction could be attributed to the CAI course being designed with only the essential information from the current course material. Also, the self-pacing of CAI allowed students to move through the instruction at their own most comfortable pace rather than at

the structured pace set by a classroom instructor. The lack of discussion by the students could also have helped reduce the time of instruction.

Second, exam times were collected and the results showed that the conventional course students averaged 48 minutes, while the CAI student average was 53 minutes. This nine percent increase was attributed to the fact that the CAI students were more cautious about the answers they were entering into the computer. The average time increase can partially be attributed to skewing of the average because one student took 100 minutes to complete the CAI course exam, which is almost twice the class average of 53 minutes.

Third, the overall course time (introduction, instruction, break, and exam time) was examined. The average overall course time for the CAI course was 2 hours, 23 minutes, a reduction of 62 percent from the overall conventional course length of 6 hours, 24 minutes. When the lunch break for the conventional course is removed from the computation, the CAI's savings over the current course is 56 percent. The reduction in time seems to be above what other researchers have found. Again, the tailoring of the CAI course to the most important subject material may account for part of the time reduction.

Next, student achievement was analyzed and the results showed that the average exam score for the CAI course was 92 percent. This was a seven percent increase over scores

obtained by the lecture/discussion method of instruction. It is important to note that the same exam was used in both modes of instruction. The CAI students were receiving immediate feedback on the exam questions and periodic reviews on the number of answers correct and incorrect. The researcher observed that this feedback seemed to make the students more willing to review the Equipment Management Guide during the quiz than were those students in the conventional class, who received no immediate feedback on the test.

In summary, these findings suggest that CAI--in terms of learning levels and time savings--is a feasible method of instruction in the Standard Base Supply Systems Equipment Custodian Management Block III course. This finding meets the research objective stated in Chapter 1.

During this project, it was noted that certain considerations must be reviewed when deciding to implement CAI in the base supply training unit or in any training organization.

1. Power failure would cancel or totally disrupt the CAI course.
2. The computer hardware or software needed for CAI could fail during the course, causing the loss of important data.

3. Not all CAI programs allow a hands-on approach with the subject matter. This approach is possible with the conventional course.
4. The setup of CAI does incur an initial equipment cost to the organization.
5. Computer programming knowledge or the services of a programmer are needed to maintain and to revise CAI.

### Recommendations

The following recommendations are offered for consideration by the Air Force Base Supply community and others interested in computer-assisted instruction. The recommendations are divided in two major areas: 1) those for the supply training unit, and 2) those for CAI development.

Supply Training Unit. The following recommendations are offered for the supply training unit if it wishes to implement CAI instruction:

1. Because CAI is a new method of instruction in base supply, the AFR's and AFM's should be reviewed to determine if they must be revised to allow for CAI usage in base supply training.
2. If CAI is implemented, the training unit should revise its administrative procedures for tracking student performance and for record keeping. New record keeping forms might be created to facilitate electronic records. Areas that must be reviewed are

the updating of the CAI content, the retrieval of student exam scores and demographics from the computer disks used in the CAI course, and preparation of the program disks for re-use in each new class.

3. If the training unit wants to pursue CAI implementation, it should first undertake a larger scale test program to revalidate the performance trends reported in the study.

CAI Development. The following recommendations are offered for those with an interest in CAI development for base supply.

1. Base supply offers five major blocks of customer training courses. Researchers of CAI may consider developing and evaluating the other four blocks of instruction. The General Supply Indoctrination Block I course is the next logical candidate for development into CAI because this course reviews the day-to-day procedures and terms used in base supply, and the documentation used by customers of base supply. This course is recommended by the supply training unit to all equipment custodians.
2. Further research should be conducted on CAI applications for this and other supply training programs. Researchers should evaluate the addition



of graphics, the addition of screen displays of AF forms, and the use of an authoring system to program courses.

3. In Chapter 2, Computer-Managed Instruction (CMI) was described as the management of computer data. Further CMI research could develop a program to produce formatted training reports. The development of these reports could increase the efficiency of the training unit.

#### Summary

The CAI program developed and tested in this research indicates that CAI--in terms of learning levels and time savings--is a feasible instructional method for the WPAFB Base Supply Training Unit.

Appendix A: Instructor's Prioritization of Emphasis  
on Major Course Topics

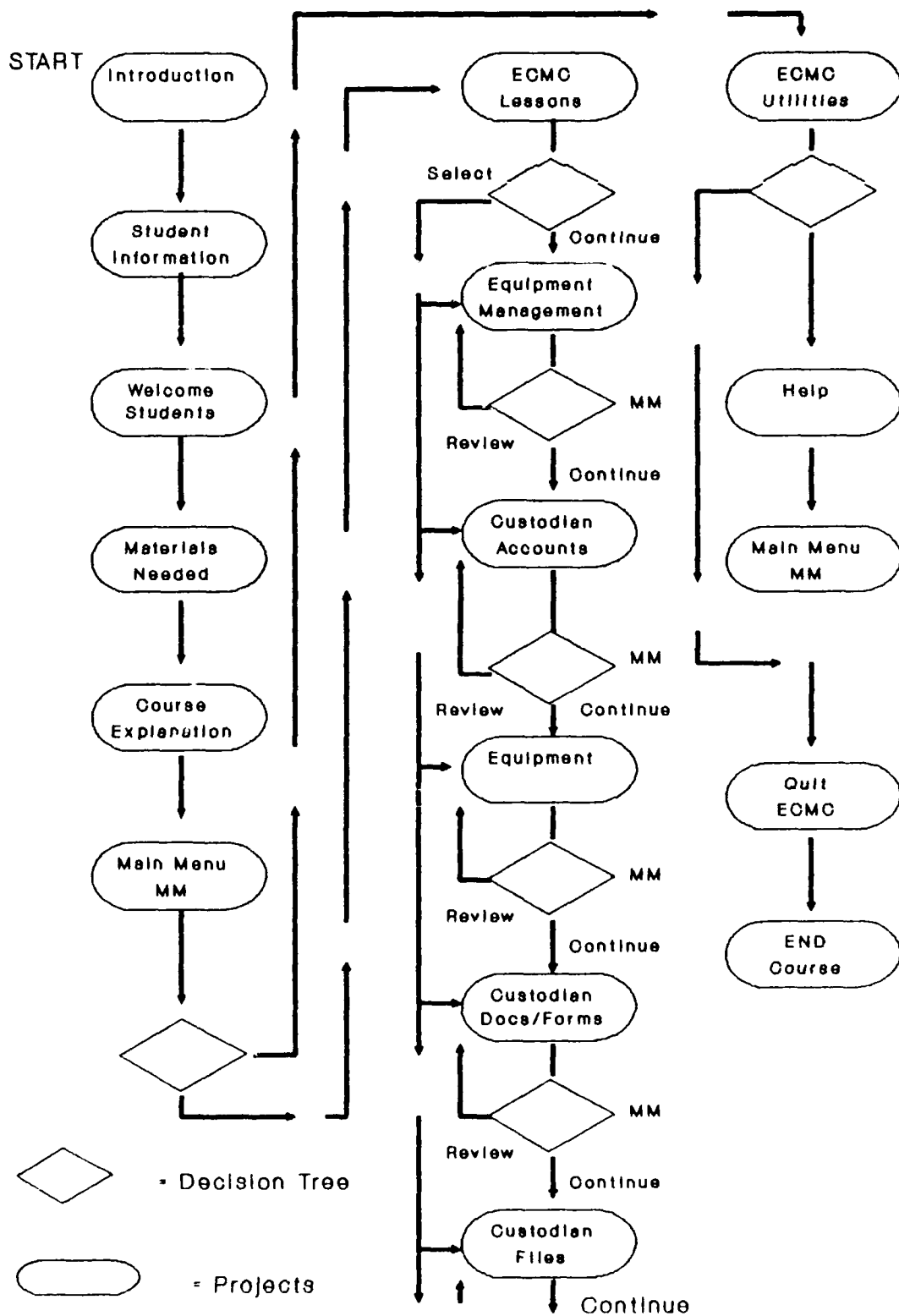
EQUIPMENT CUSTODIAN MANAGEMENT COURSE EMPHASIS  
 SURVEY

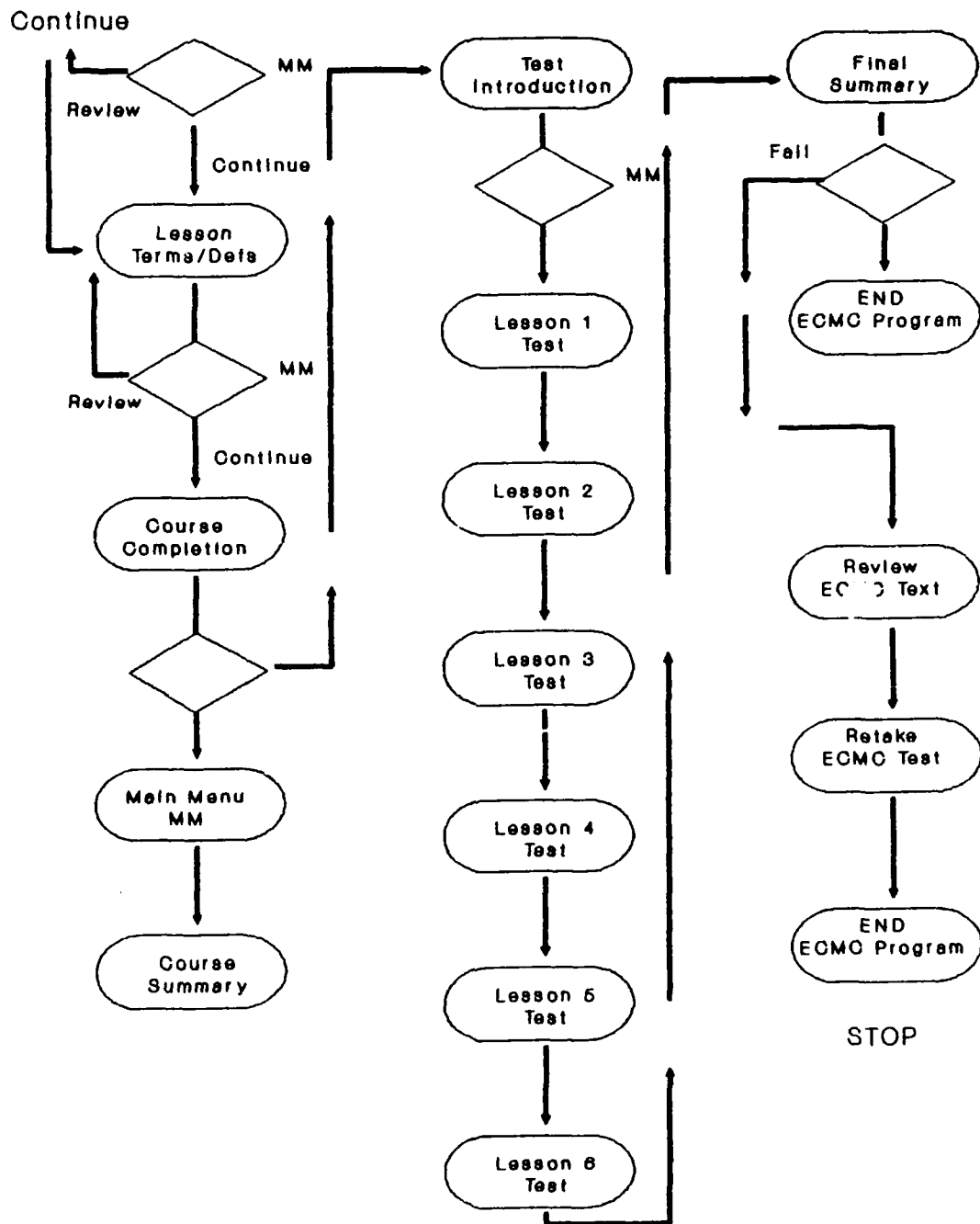
TOPIC	RANKING				
	(low to high)				
Introduction.....	1	2	3	4	5
AFEMS Review.....	1	2	3	4	5
Review of Handout.....	1	2	3	4	5
Publications and References.....	1	2	3	4	5
Pecuniary Liability.....	1	2	3	4	5
Accountable Officer.....	1	2	3	4	5
Property Responsibility.....	1	2	3	4	5
Custodial Responsibility.....	1	2	3	4	5
Supply Discipline.....	1	2	3	4	5
Custodian Appointments/Changes.....	1	2	3	4	5
Equipment Responsibilities.....	1	2	3	4	5
Fraud, Waste, and Abuse.....	1	2	3	4	5
Definition of Equipment.....	1	2	3	4	5
Investment/Expense Items.....	1	2	3	4	5
Responsibility Center/Cost Center Mgr.	1	2	3	4	5

TOPIC	RANKING				
	(low to high)				
Sources of Supply.....	1	2	3	4	5
UMMIPS, FAD, UND.....	1	2	3	4	5
Pricing and Surcharges.....	1	2	3	4	5
Obligation of Customer Due-Outs.....	1	2	3	4	5
Due-Outs.....	1	2	3	4	5
Ordering Equipment Items.....	1	2	3	4	5
Submission and Preparation of AFF 601.	1	2	3	4	5
Submission and Preparation of AFF 2005	1	2	3	4	5
Transfer of EAID Property.....	1	2	3	4	5
Inventory of Equipment Accounts.....	1	2	3	4	5
Furniture Management.....	1	2	3	4	5
Equipment Custodian Files.....	1	2	3	4	5
CA/CRL.....	1	2	3	4	5
Instructions for AF Form 601.....	1	2	3	4	5
Daily Document Register (D04).....	1	2	3	4	5 *
Priority Monitor Report (D18).....	1	2	3	4	5 *
Due-Out Validation Listing (M30).....	1	2	3	4	5 *
Obligated Due-Out Listing (M36).....	1	2	3	4	5 *
Definitions of Supply Terminology.....	1	2	3	4	5

\* - (importance of custodians monitoring all listings)

## Appendix B: Project Flowchart of ECMC Design





Appendix C: The Equipment Custodian Management Course  
Program in BASIC Code

A copy of this program can be obtained on disk.

From: Dr. Charles R. Fenno  
AFIT/LSR WPAFB, OH 45433-6853  
Autovor. - 785-6761  
Commercial - (513) 255-6761

```
10 REM THIS PROGRAM IS ECMC.BAS TITLE SLIDE AND INTRO
20 KEY OFF
40 COLOR 15,1
50 CLS
60 PRINT
70 PRINT
80 PRINT
90 PRINT
100 PKI T
110 PRINT
120 PRINT"          EQUIPMENT, CUSTODIAN MANAGEMENT COURSE"
130 PRINT
140 PRINT"          FOR"
150 PRINT
160 PRINT"          THE STANDARD BASE SUPPLY SYSTEM"
170 PRINT
180 PRINT"          PROGRAMMED BY"
190 PRINT
200 PRINT"          1Lt Michael A. Sivley"
210 PRINT"          for"
220 PRINT"          2750th LS/DMSPT"
230 PRINT"          *****"
240 PRINT
250 PRINT"          (C) Copyright 1989 by Michael A. Sivley "
260 PRINT
270 PRINT
280 PRINT
290 INPUT"          To continue press <ENTER>",>P
300 CLS
310 PRINT
320 PRINT
330 COLOR 14,1
340 PRINT"          ***** COURSE OBJECTIVE *****"
350 COLOR 15,1
360 PRINT
370 PRINT"          The purpose of the Equipment Custodian"
380 PRINT"          Management Course is to provide guidance on the Air"
390 PRINT"          Force Equipment Management Program, including custodian"
400 PRINT"          responsibilities, the terms of equipment management,"
410 PRINT"          the use of Tables of Allowance(TA), and the equipment"
```

```

420 PRINT"      custodian files. It is recommended that the GENERAL"
430 PRINT"      SUPPLY INDOCTRINATION (Block I) course be taken prior"
440 PRINT"      to this course."
445 PRINT
450 PRINT"      This course must be completed by all on-base"
460 PRINT"      custodians/alternates upon assignment at a current unit"
470 PRINT"      and off-base custodians who are within a reasonable"
480 PRINT"      distance of the support base."
490 PRINT
500 PRINT"      NOTE: If an individual has previously been a custodian,"
510 PRINT"      but NOT within the past two years, optional testing is"
520 PRINT"      available in accordance with AFM 67-1, Vol II, Part"
530 PRINT"      Two, Chp 2, AFLC Sup I, para 10(b)(1)(i)."

```

330 GOTO 10  
340 CHAIN "note"

-----  
10 REM THIS PROGRAM IS NOTE.BAS NOTICE TO STUDENTS

20 COMMON F\$,L\$,S,J\$,N\$,R\$,P\$,C\$,E\$

30 KEY OFF

40 COLOR 15,1

50 CLS

60 PRINT

70 PRINT

80 COLOR 14,1

90 PRINT"

\*\*\*\*\* NOTICE TO STUDENTS \*\*\*\*\*"

100 COLOR 15,1

110 PRINT

120 PRINT

130 PRINT"

The material contained in this training program"

140 PRINT"

is based on material presented in AFM 67-1, Vol II"

150 PRINT"

Part Two, AFR 67-23 (1988 editions) and other"

160 PRINT"

publications governing supply procedures."

165 PRINT

170 PRINT"

This course is updated as changes occur in the"

180 PRINT"

system. Updated material is provided to the training"

190 PRINT"

unit by the applicable branch."

195 PRINT

200 PRINT"

If conflicts arise, official publications"

210 PRINT"

take precedence over this computer program."

220 PRINT

230 PRINT

240 PRINT

250 PRINT

260 PRINT

270 PRINT

280 PRINT

310 INPUT"

Press <ENTER> ",P

320 CLS

330 PRINT

340 COLOR 14,1

350 PRINT"

\*\*\*\*\* WELCOME \*\*\*\*\* "

360 COLOR 15,1

370 PRINT

380 PRINT

390 PRINT"

Hello, ";F\$;".

400 PRINT

410 PRINT"

As a newly appointed EQUIPMENT CUSTODIAN for your"

420 PRINT"

organization, you will have the ultimate responsibility"

430 PRINT"

for the equipment assigned and for ordering new"

440 PRINT"

equipment for your workcenter."

445 PRINT

450 PRINT"

These lessons cover the information you need"

460 PRINT"

to know in order to do this important job."

470 PRINT

480 PRINT



```

490 PRINT
510 PRINT
520 PRINT"          Good luck on your new additional duty!"
530 PRINT
540 PRINT
550 PRINT
560 PRINT
570 PRINT
580 INPUT"          Press <ENTER>",P
585 CLS
590 CHAIN "MAT"

```

```

-----
10 REM THIS PROGRAM IS MAT.BAS  MATERIALS NEEDED
20 COMMON F$,L$,N$,S,J$,R$,C$,P$,E$
30 CLS
40 PRINT
50 COLOR 14,1
60 PRINT"          ***** MATERIALS *****"
70 COLOR 15,1
80 PRINT
90 PRINT
100 PRINT"          The following items may be helpful while taking the"
110 PRINT"          EQUIPMENT CUSTODIAN MANAGEMENT COURSE:"
120 PRINT
130 PRINT"          (1).  The 2750th Equipment Management Guide (EMG). "
140 PRINT"          (2).  Paper and pencil/pen for note taking"
150 PRINT"          (3).  A highlighter/marker to underscore important
170 PRINT"          items in the EMG.
175 PRINT
180 PRINT"          These items are not essential to complete the ECMC
190 PRINT"          course.  But, all available materials can be used while
200 PRINT"          taking the fifty question test.  "
210 PRINT
220 PRINT
230 PRINT
240 PRINT
250 PRINT
260 PRINT
270 PRINT
280 PRINT
290 INPUT"          Press <ENTER>",P
295 CLS
300 CHAIN"EXP"

```

```

-----
10 REM THIS PROGRAM IS EXP.BAS TEST and QUESTION EXPLANATION
20 COMMON F$,L$,S,J$,N$,R$,P$,C$,E$
30 CLS
50 PRINT
60 COLOR 14,1
70 PRINT"          ***** TEST EXPLANATION ***** "
80 COLOR 15,1
90 PRINT

```

```

100 PRINT
110 PRINT"
120 PRINT"
130 PRINT"
140 PRINT"
150 PRINT"
160 PRINT"
165 PRINT
170 PRINT"
180 PRINT"
190 PRINT"
200 PRINT"
210 PRINT
220 PRINT"
230 PRINT"
235 PRINT"
240 PRINT"
250 PRINT"
260 PRINT"
270 PRINT
290 INPUT"
300 CLS
310 PRINT"
320 COLOR 14,1
330 PRINT"
340 COLOR 15,1
350 PRINT"
360 PRINT"
370 PRINT"
380 PRINT"
390 PRINT"
400 PRINT"
410 PRINT"
420 PRINT"
430 PRINT"
431 PRINT"
433 PRINT"
440 PRINT"
450 PRINT"
460 PRINT"
470 PRINT"
475 PRINT
480 PRINT"
490 PRINT"
500 PRINT"
505 PRINT
510 PRINT"
520 INPUT"
530 CLS
540 CHAIN "MM"

```

According to AFLC SUPPLEMENT 1, AFM 67-1, Vol II, Part" Two, Chap 2, 29 August, 1988 a 50-question multiple choice custodian test will be given by the training unit of base supply at WPAFB. The test is mandatory and will be presented to you upon completion of all six lessons on this disk. The custodian must attain a passing grade of 70 percent.

If you earn below 70% on the test, you will be rescheduled for the ECMC course. Your organization commander will be notified. Equipment accounts may be frozen until a custodian obtains the required training.

The test is an open-book exam. All the material that you were given and your notes may be used. All answers can be found in the ECMC program or from the EMG.

Press <ENTER>","P

#### \*\*\*\*\* INFORMATION ON QUESTIONS \*\*\*\*\*

The ECMC Course is a self-pace course of instruction. It incorporates lessons on specific topics for the custodian. These lessons will have short review exercises for the student to answer. These exercises are not graded. They are to help in your review of the lesson and familiarize you with the format of questions for the test. After, all lessons have been completed you may attempt the test. Lesson exercises and test questions can both be answered with UPPER and lower case letters (A, B, C, D, or a, b, c, d).

If you see a typing error or you change your mind on an answer before you press <ENTER>, you may BACKSPACE and reanswer the question. If you press <ENTER> it's too late to change your answer.

The ECMC Lessons may be reviewed as much as you like before you test. After you start the test, you must answer all 50 questions.

Press <ENTER>","P

---

10 REM THIS PROGRAM IS MM.BAS MAINMENU

20 COMMON F\$,L\$,C1,C2,C3,C4,C5,C6,I1,I2,I3,I4,I5,I6,S,J\$,N\$,R\$,P\$,C\$,E\$

30 COLOR 15,1

40 CLS

50 PRINT

60 COLOR 14,1

70 PRINT"

\*\*\*\* MAIN MENU \*\*\*\*\* "

80 COLOR 15,1

90 PRINT

100 PRINT

110 COLOR 14,1

120 PRINT"

EQUIPMENT CUSTODIAN MANAGEMENT COURSE (ECMC)

130 COLOR 15,1

140 PRINT

150 PRINT"

<1> Equipment Management "

160 PRINT"

<2> Custodial Accounts"

170 PRINT"

<3> Equipment"

180 PRINT"

<4> Custodian Documents and Forms"

190 PRINT"

<5> Custodian Files"

200 PRINT"

<6> Lesson Terms and Definitions "

205 PRINT"

<7> Course Summary"

210 PRINT"

<8> ECMC TEST "

220 PRINT

230 PRINT

240 COLOR 14,1

250 PRINT"

ECMC UTILITY PROGRAMS

260 COLOR 15,1

270 PRINT

290 PRINT"

<9> Help Screen"

300 PRINT"

<Q> QUIT COURSE INSTRUCTION"

310 PRINT

320 PRINT

330 PRINT

340 INPUT"

Select a number and press <ENTER> ",A\$

345 CLS

350 IF A\$ = "1" THEN CHAIN "EM"

360 IF A\$ = "2" THEN CHAIN "CA"

370 IF A\$ = "3" THEN CHAIN "EQ"

380 IF A\$ = "4" THEN CHAIN "CDF"

390 IF A\$ = "5" THEN CHAIN "CF"

400 IF A\$ = "6" THEN CHAIN "TD"

410 IF A\$ = "7" THEN CHAIN "CS"

420 IF A\$ = "8" THEN CHAIN "TST"

430 IF A\$ = "9" THEN CHAIN "HELP"

440 IF A\$ = "Q" THEN CHAIN "END"

450 IF A\$ = "q" THEN CHAIN "END"

460 GOTO 10

3 COMMON F\$, L\$, C1, I1, BLK1, S, J\$, N\$, R\$, P\$, C\$, E\$

4 COMMON BLK2, BLK3, BLK4, BLK5, BLK6

10 REM THIS IS PROGRAM EM.BAS EQUIPMENT MANAGEMENT

20 KEY OFF

50 COLOR 15,1

```

60 CLS
70 PRINT
80 COLOR 14,1
85 PRINT"
90 PRINT"
100 COLOR 15,1
110 PRINT"
120 PRINT"
130 PRINT"
140 PRINT"
150 PRINT"
160 PRINT"
170 PRINT"
180 PRINT"
190 PRINT"
200 PRINT"
210 PRINT"
220 PRINT"
230 PRINT"
240 PRINT"
260 PRINT"
270 PRINT"
280 PRINT"
290 PRINT
300 PRINT
310 PRINT
320 INPUT"
330 CLS
340 PRINT
350 COLOR 14,1
360 PRINT"
370 PRINT"
380 COLOR 15,1
390 PRINT
400 PRINT"
410 PRINT"
420 PRINT"
430 PRINT"
440 PRINT"
450 PRINT"
460 PRINT"
470 PRINT"
480 PRINT"
490 PRINT"
500 PRINT
510 PRINT
520 PRINT
530 PRINT
540 PRINT
550 PRINT
560 PRINT
570 PRINT

```

\*\*\*\*\* EQUIPMENT MANAGEMENT \*\*\*\*\*  
\*\*\*\*\* OBJECTIVE \*\*\*\*\*

The major objective of this lesson is to give you a basic understanding of the Air Force Equipment Management System (AFEMS). As custodians we should also be familiar with the publications and references that will be used. We should have an understanding of pecurinary liability and property responsibility and we need to understand the regulations about Fraud, Waste, and Abuse (FWA).

Press <ENTER> ",P

\*\*\*\*\* A REVIEW OF THE \*\*\*\*\*  
\*\*\* AIR FORCE EQUIPMENT MANAGEMENT SYSTEM \*\*\*

The main purpose of the Air Force Equipment Management System (AFEMS) is to provide Air Force activities with a "standard way of controlling and accounting for equipment" items. HQ USAF establishes basic AFEMS policies. The Air Force Logistics Command carries out the policies established by HQ USAF. The Chief of Supply at each Air Force base acts as the Base Equipment Approval Authority (EAA). The "additional duty of managing and maintaining equipment for an organization or workcenter is the responsibility of the equipment (property) custodian.

```

580 PRINT
590 INPUT"                                     Press <ENTER>","P
600 CLS
610 PRINT
620 PRINT
630 COLOR 14,1
640 PRINT"                                     *** EXERCISE ***
650 COLOR 15,1
660 PRINT
670 PRINT
680 PRINT"                                     ";F$;", let's answer a question now."
690 PRINT
700 PRINT
710 PRINT"                                     Type the abbreviation for the Air Force Equipment
720 INPUT"                                     Management System.      ",A$
730 IF A$ = "AFEMS" THEN 900
740 IF A$="afems" THEN 900
750 PRINT
760 PRINT
770 PRINT
780 PRINT"                                     Sorry, "F$". Your answer ("A$;") is incorrect."
790 PRINT"                                     You should have typed AFEMS or afems. Let's continue on."
800 PRINT
810 PRINT
820 PRINT
830 PRINT
840 PRINT
850 PRINT
860 PRINT
870 PRINT
880 INPUT"                                     Press <ENTER>","P
890 GOTO 1040
900 PRINT
910 PRINT
920 PRINT
930 PRINT"                                     Correct, "F$".
940 PRINT
950 PRINT
960 PRINT
970 PRINT
980 PRINT
990 PRINT
1000 PRINT
1010 PRINT
1020 PRINT
1030 INPUT"                                     Press <ENTER>","P
1040 CLS
1090 COLOR 15,1
1110 PRINT
1120 COLOR 14,1
1130 PRINT"                                     ***** PUBLICATIONS AND REFERENCES *****
1140 COLOR 15,1

```

1150 PRINT"

1160 PRINT"

1170 PRINT"

1180 PRINT"

1190 PRINT"

1200 PRINT"

1210 PRINT"

1220 PRINT"

1230 PRINT"

1240 PRINT"

1250 PRINT"

1253 PRINT"

1255 PRINT

1260 PRINT"

1270 PRINT"

1272 PRINT"

1274 PRINT"

1280 PRINT"

1290 PRINT"

1320 PRINT"

1340 PRINT"

1360 INPUT"

1370 CLS

1380 PRINT"

1390 COLOR 14,1

1400 PRINT"

1410 COLOR 15,1

1420 PRINT"

1430 PRINT"

1440 PRINT"

1450 PRINT"

1460 PRINT"

1470 PRINT"

1480 PRINT"

1490 PRINT"

1500 PRINT"

1510 PRINT"

1520 PRINT"

1530 PRINT

1540 PRINT"

1550 PRINT"

1560 PRINT"

1570 PRINT"

1580 PRINT"

1590 PRINT"

1600 PRINT"

1610 PRINT

1620 PRINT

1630 INPUT"

1640 CLS

1650 PRINT"

1660 PRINT"

Equipment Custodians should be familiar with the following publications.

1. AFR 20-14, Responsibility for Public Property in Possession of the Air Force. This regulation is mandatory reading for all custodians.
2. AFR 67-23, Standard Base Supply Customer's Guide, is a mandatory part of the custodian's file. This regulation is used by organizations on a day to day basis with Base Supply.
3. AFR 0-10, Index of Allowance Documents and Listing of Miscellaneous Allowance Source Codes. This AFR covers information on allowance source codes, allowance documents, and tables of allowance. This regulation is published and revised quarterly by AFLC. There are seven sections to AFR 0-10.

Press <ENTER>".P

\*\*\*\*\* PUBLICATIONS AND REFERENCES \*\*\*\*\*

4. AFM 67-1, Vol II, Part Two, Chp 22, Property Custodians, provides procedures and guidance for the management of organizational equipment by the Equipment Management Unit (EMU) in Base Supply.
5. AFR 177-111, Reports of Survey, AF Form 198. Government Property Lost, Damaged or Stolen (GPLD), prescribes policies and procedures for initiating, preparing, and reviewing GPLD documents.

Other important references that are used by the Equipment Custodian are WPAFB 177-10, AFR 170-1, AFR 700-26, WPAFB 67-20, and AFLCR 70-24. If you need further information on these references, please consult your Equipment Management Guide.

Press <ENTER>".P

1670 COLOR 14,1

1680 PRINT"

\*\*\* EXERCISE \*\*\*

1690 COLOR 15,1

1700 PRINT"

1710 PRINT"

1720 PRINT"

Let's review the publications used by the  
Equipment Custodian.

1730 PRINT"

1740 PRINT"

What regulation is a mandatory part of the custodian file?

1750 PRINT"

1760 PRINT"

1770 PRINT"

a. AFR 20-14

1780 PRINT"

b. AFR 0-10

1790 PRINT"

c. AFR 67-23

1800 PRINT"

d. WPAFB 177-10

1810 INPUT"

Make selection and press <ENTER>,"A\$

1820 PRINT"

1830 IF A\$ = "C" THEN 1920

1840 IF A\$ = "c" THEN 1920

1850 IF A\$="A" THEN 1970

1860 IF A\$="a" THEN 1970

1870 IF A\$ ="B" THEN 1970

1880 IF A\$ = "b" THEN 1970

1890 IF A\$ = "D" THEN 1970

1900 IF A\$ = "d" THEN 1970

1910 GOTO 2030

1920 PRINT

1930 PRINT

1940 PRINT

1950 PRINT"

Correct, "F\$". Let's continue.

1960 GOTO 2080

1970 PRINT

1980 PRINT

1990 PRINT

2000 PRINT"

("A\$") is incorrect. The correct answer is AFR 67-23.

2010 PRINT"

"F\$", let's continue.

2020 GOTO 2080

2030 PRINT"

2040 PRINT

2050 PRINT

2060 PRINT"

("A\$") is not a choice. You should have chosen (C).

2070 PRINT"

AFR 67-23 is the correct answer.

2080 PRINT

2090 PRINT

2100 INPUT"

Press <ENTER>,"P

2110 CLS

2120 PRINT"

2130 COLOR 14,1

\*\*\*\*\* PECUNIARY RESPONSIBILITY \*\*\*\*\*

2140 PRINT"

2150 COLOR 15,1

2160 PRINT"

2170 PRINT"

Pecuniary liability is incurred through command,  
supervisory, custodian or personal responsibility as

2180 PRINT"

```

2190 PRINT"      prescribed in AFR 177-111. Pecuniary liability may be
2200 PRINT"      incurred by willful misconduct, deliberate unauthorized
2210 PRINT"      use, wrongful disposition or negligence of government
2220 PRINT"      property from cases other than fair wear and tear.
2230 PRINT"      Pecuniary liability for any one Report of Survey will be
2240 PRINT"      limited to one month's base pay of the individual concerned.
2250 PRINT"      There is NO limit to damages to family housing,
2260 PRINT"      equipment, furnishings, and personal arms. Pecuniary
2270 PRINT"      assessment must not be used instead of, or as
2280 PRINT"      a form of, disciplinary action.
2290 PRINT"
2300 PRINT"
2310 PRINT"
2320 PRINT
2330 PRINT
2340 PRINT
2350 PRINT
2360 PRINT
2370 INPUT"                                     Press <ENTER>","P
2380 CLS
2390 PRINT"
2400 PRINT"
2410 COLOR 14,1
2420 PRINT"                                     *** EXERCISE ***
2430 COLOR 15,1
2440 PRINT"
2450 PRINT"
2460 PRINT"      Let's review Pecuniary Liability.
2470 PRINT"
2480 PRINT"      Pecuniary Liability will be limited to one _____ base pay
2490 PRINT"      of the individual concerned.
2500 PRINT"
2510 PRINT"      a. Week's
2520 PRINT"      b. Quarter's
2530 PRINT"      c. Month's
2540 PRINT"      d. Year's
2550 INPUT"                                     Make selection and press <ENTER>","A$
2560 IF A$ ="C" THEN 2650
2570 IF A$ ="c" THEN 2650
2580 IF A$ = "A" THEN 2700
2590 IF A$ = "a" THEN 2700
2600 IF A$ = "B" THEN 2700
2610 IF A$ = "b" THEN 2700
2620 IF A$ = "D" THEN 2700
2630 IF A$ = "d" THEN 2700
2640 GOTO 2760
2650 PRINT"
2660 PRINT
2670 PRINT
2680 PRINT"      Correct. Good j b, "F$". Let's continue.
2690 GOTO 2800
2700 PRINT

```



```

2710 PRINT"
2720 PRINT
2730 PRINT"      ("A$") is incorrect.  One month's base pay is correct.
2740 PRINT"      Let's move on now.
2750 GOTO 2800
2760 PRINT"
2770 PRINT
2780 PRINT"
2790 PRINT"      ("A$") is not a choice. Let's continue.
2800 PRINT
2810 PRINT
2820 PRINT
2830 PRINT
2840 INPUT"                                Press <ENTER>",P
2850 CLS
2860 PRINT"
2870 COLOR 14,1
2880 PRINT"                                ***** SUPPLY DISCIPLINE *****
2890 COLOR 15,1
2900 PRINT"
2910 PRINT"      Supply discipline is similar to property
2920 PRINT"      responsibility.  Supply discipline must be impressed upon
2930 PRINT"      all military and civilian personnel of the Air Force
2940 PRINT"      regardless of career field or assignment.
2950 PRINT
2960 PRINT"      The following are the principles of Supply discipline:
2965 PRINT
2970 PRINT"      1. Ensure maximum economical use for supplies and
2980 PRINT"      equipment.
2990 PRINT"      2. Ensure property is used only for authorized
3000 PRINT"      purposes.
3010 PRINT"      3. Exercise safeguarding and preservation of property.
3020 PRINT"      4. Adhere to procedures involving property and control
3030 PRINT"      of sensitive and classified items.
3040 PRINT"      5. Continually screen stock.
3050 PRINT"      6. Ensure requests are for essential quantities and
3060 PRINT"      reflect correct urgency of need.
3070 PRINT
3090 PRINT
3100 PRINT
3110 INPUT"                                Press <ENTER>",P
3120 CLS
3130 PRINT"
3140 COLOR 14,1
3150 PRINT"                                ***** ACCOUNTABLE OFFICER *****
3160 COLOR 15,1
3170 PRINT"
3180 PRINT"      An accountable officer is an individual appointed by
3190 PRINT"      proper authority, who maintains item and financial records.
3200 PRINT"      Accountable officers should not be assigned other duties
3210 PRINT"      that will interfere with properly carrying out their
3220 PRINT"      responsibilities. Accountable officers may be held liable

```

3230 PRINT"	for the loss, damage, or destruction of their accountable
3240 PRINT"	property when the loss, damage, or destruction results from
3250 PRINT"	negligence, willful misconduct, or deliberate unauthorized
3260 PRINT"	use.
3270 PRINT"	
3280 PRINT"	
3290 PRINT"	
3300 PRINT"	
3310 PRINT"	
3320 PRINT"	
3330 PRINT"	
3340 PRINT"	
3350 PRINT	
3360 PRINT	
3370 PRINT	
3380 INPUT"	Press <ENTER>","P
3390 CLS	
3400 PRINT"	
3410 COLOR 14,1	
3420 PRINT"	***** PROPERTY RESPONSIBILITY *****
3430 COLOR 15,1	
3440 PRINT"	
3450 PRINT"	As the Air Force budget tightens and becomes smaller,
3460 PRINT"	the subject of property responsibility is gaining more
3470 PRINT"	importance in the Air Force. AFR 20-14 states the policy
3480 PRINT"	regarding responsibilities for public property under the
3490 PRINT"	control of the Air Force.
3500 PRINT	
3510 PRINT"	Property management applies to each individual,
3520 PRINT"	whether the property is issued to the individual for care
3530 PRINT"	or not. Property managers can be relieved of their duties
3540 PRINT"	if an unsatisfactory condition is found. Commanders at
3550 PRINT"	all echelons are specifically charged with the overall
3560 PRINT"	management of property in use or storage at activities
3570 PRINT"	under their command.
3580 PRINT"	
3590 PRINT"	
3600 PRINT"	
3610 PRINT	
3620 PRINT	
3630 PRINT	
3640 PRINT	
3650 INPUT"	Press <ENTER>","P
3660 CLS	
3670 PRINT"	
3680 PRINT"	
3690 COLOR 14,1	
3700 PRINT"	*** EXERCISE ***
3710 COLOR 15,1	
3720 PRINT"	
3730 PRINT"	
3740 PRINT"	Let's examine property responsibility.

```

3750 PRINT"
3760 PRINT"          Can property managers be relieved of their duties?
3770 PRINT"
3780 PRINT"          a. YES
3790 PRINT"          b. NO
3800 INPUT"                                Make selection and press <ENTER>","A$
3810 IF A$ ="A" THEN 3860
3820 IF A$ = "a" THEN 3860
3830 IF A$="B" THEN 3910
3840 IF A$="b" THEN 3910
3850 GOTO 3970
3860 PRINT"
3870 PRINT
3880 PRINT
3890 PRINT"          Correct. Let's continue.
3900 GOTO 4010
3910 PRINT
3920 PRINT
3930 PRINT"
3940 PRINT"          The correct answer is YES. Property managers can be relieved
3950 PRINT"          of their duties. Let's go on.
3960 GOTO 4010
3970 PRINT"
3980 PRINT
3990 PRINT"
4000 PRINT"          ("A$") is not a choice. The correct answer is YES.
4010 PRINT
4020 PRINT
4030 PRINT
4040 PRINT
4050 PRINT
4060 PRINT
4070 PRINT
4080 INPUT"                                Press <ENTER>","P
4090 CLS
4100 PRINT"
4110 COLOR 14,1
4120 PRINT"          ***** CUSTODIAL RESPONSIBILITY *****
4130 COLOR 15,1
4140 PRINT"
4150 PRINT"          Custodian responsibility applies to any individual who
4160 PRINT"          has possession of government property. All personnel are
4170 PRINT"          required to comply with all directives and instructions
4180 PRINT"          relating to the handling and prompt, accurate documentation
4190 PRINT"          of property in their charge.
4200 PRINT
4210 PRINT"          NOTE: A Temporary Issue Receipt (AF Form 1297) should be
4220 PRINT"          completed to show who has possession when property
4230 PRINT"          is loaned out. Equipment items on loan will be
4240 PRINT"          validated annually.
4250 PRINT"
4260 PRINT"

```

```

4270 PRINT"
4280 PRINT"
4290 PRINT"
4300 PRINT"
4310 PRINT
4320 PRINT
4330 PRINT
4340 PRINT
4350 INPUT"
4360 CLS
4370 PRINT"
4380 PRINT"
4390 COLOR 14,1
4400 PRINT"
4410 COLOR 15,1
4420 PRINT"
4430 PRINT"
4440 PRINT"
4450 PRINT"
4460 PRINT"
4470 PRINT"
4480 PRINT"
4490 PRINT"
4500 PRINT"
4510 PRINT"
4520 INPUT"
4530 IF A$ ="B" THEN 4620
4540 IF A$ ="b" THEN 4620
4550 IF A$ ="A" THEN 4670
4560 IF A$ ="a" THEN 4670
4570 IF A$ ="C" THEN 4670
4580 IF A$ ="c" THEN 4670
4590 IF A$ ="D" THEN 4670
4600 IF A$ ="d" THEN 4670
4610 GOTO 4730
4620 PRINT"
4630 PRINT
4640 PRINT
4650 PRINT"
4660 GOTO 4770
4670 PRINT
4680 PRINT
4690 PRINT"
4700 PRINT"
4710 PRINT"
4720 GOTO 4770
4730 PRINT"
4740 PRINT
4750 PRINT"
4760 PRINT"
4770 PRINT
4780 PRINT

```

Press <ENTER> ",P

\*\*\* EXERCISE \*\*\*

Let's review.

What AF Form is used when property is loaned out?

- a. AF Form 1348-1
- b. AF Form 1297
- c. AF Form 2005
- d. AF Form 2001

Make selection and press <ENTER> ",A\$

Correct, "F\$"; the answer is AF Form 1297.

("A\$") is incorrect. AF Form 1297 is correct. Let's continue.

("A\$") is not a choice. AF Form 1297 is correct.

4790 PRINT

4800 PRINT

4810 PRINT

4820 INPUT"

Press <ENTER>","P

4830 CLS

4840 PRINT"

4850 COLOR 14,1

4860 PRINT"

\*\*\*\*\* FRAUD, WASTE, AND ABUSE \*\*\*\*\*

4870 COLOR 15,1

4880 PRINT"

4890 PRINT"

AFR 123-2 outlines the Air Force program on Fraud, Waste, and Abuse (FWA). The Air Force policy is to use all available measures to prevent, detect, correct, and discipline individuals involved in FWA activities.

4900 PRINT"

4910 PRINT"

4920 PRINT"

4930 PRINT"

4950 PRINT"

Extracts from AFR 123-2:

4960 PRINT

4970 PRINT"

1. Fraud - Intentional misleading or deceitful conduct that deprives the government of its resources or rights.

4980 PRINT"

4990 PRINT

5000 PRINT"

2. Waste - Extravagant, careless, or needless expenditure of government resources, resulting from improper or deficient practices, systems, controls, or decisions.

5010 PRINT"

5020 PRINT"

5030 PRINT

5040 PRINT"

3. Abuse - Intentional wrongful or improper use of government resources.

5050 PRINT"

5060 PRINT"

5070 PRINT

5080 PRINT

5090 PRINT

5090 INPUT"

Press <ENTER>","P

5100 CLS

5110 PRINT"

5120 COLOR 14,1

5130 PRINT"

\*\*\*\*\* FRAUD, WASTE, AND ABUSE \*\*\*\*\*

5140 COLOR 15,1

5150 PRINT"

5160 PRINT"

5170 PRINT"

Disclosures are CONFIDENTIAL information. Any person who knows of FWA has a duty to report it to his/her supervisor.

5180 PRINT"

5190 PRINT"

5200 PRINT

NOTE: The WPAFB Fraud/Waste/Abuse Telephone Number is 76432.

5210 PRINT"

5220 PRINT"

5230 PRINT"

5240 PRINT"

5250 PRINT"

5260 PRINT"

5270 PRINT"

5280 PRINT"

5290 PRINT"

5295 PRINT

```

5300 PRINT
5310 PRINT"
5320 PRINT"
5330 PRINT"
5340 PRINT
5350 INPUT"                                Press <ENTER>","P
5360 CLS
5370 PRINT"
5380 PRINT
5390 COLOR 14,1
5400 PRINT"                                *** EXERCISE ***
5410 COLOR 15,1
5420 PRINT"
5430 PRINT"
5440 PRINT"                                Let's review.
5450 PRINT"
5460 PRINT"                                The intentional wrongful or improper use of government
5470 PRINT"                                resources is classified as _____.
5480 PRINT"
5490 PRINT"                                a.  Fraud
5500 PRINT"                                b.  Misuse
5510 PRINT"                                c.  Waste
5520 PRINT"                                d.  Abuse
5530 INPUT"                                Make selection and press <ENTER>","A$
5540 IF A$ ="D" THEN 5630
5550 IF A$ ="d" THEN 5630
5560 IF A$="A" THEN 5690
5570 IF A$="a" THEN 5690
5580 IF A$="B" THEN 5690
5590 IF A$= "b" THEN 5690
5600 IF A$= "C" THEN 5690
5610 IF A$= "c" THEN 5690
5620 GOTO 5750
5630 PRINT"
5640 PRINT
5650 PRINT
5660 PRINT"                                Correct.  Don't forget the FWA telephone number at WPAFB
5670 PRINT"                                is 76432.  Let's continue.
5680 GOTO 5790
5690 PRINT"
5700 PRINT
5710 PRINT
5720 PRINT"                                ABUSE is correct.  Remember, the FWA telephone number
5730 PRINT"                                is 76432.  Let's move on.
5740 GOTO 5790
5750 PRINT"
5760 PRINT
5770 PRINT"
5780 PRINT"                                ("A$") is not a choice.  ABUSE is correct.
5790 PRINT
5800 PRINT
5810 PRINT

```

5820 PRINT

5830 INPUT"

Press <ENTER>","P

5840 CLS

5850 PRINT"

5860 COLOR 14,1

5870 PRINT"

\*\*\*\*\* EQUIPMENT MANAGEMENT \*\*\*\*\*

5880 PRINT"

\*\*\*\*\* SUMMARY \*\*\*\*\*

5890 COLOR 15,1

5900 PRINT"

5910 PRINT"

5920 PRINT"

5930 PRINT"

5940 PRINT"

5950 PRINT"

5960 PRINT"

5970 PRINT"

5980 PRINT"

This lesson provided information on AFEMS, publications pecuniary liability, property responsibilities, and FWA. The main purpose of AFEMS is to provide Air Force activities with a standard way of controlling and accounting for equipment. HQ Air Force establishes AFEMS policy, and these policies are carried out by HQ AFLC. The equipment custodian must be familiar with many publications and regulations:

5990 PRINT"

1. AFR 20-14

6000 PRINT"

2. AFR 67-23

6010 PRINT"

3. AFM 67-1

6020 PRINT"

4. AFR 177-111

6030 PRINT"

6040 PRINT"

6050 PRINT"

Pecuniary liability may result from willful misconduct and negligence in use of government property. Pecuniary liability for a Report of Survey will be limited to one month's base pay of the individual.

6060 PRINT"

6070 PRINT"

6080 PRINT"

6090 PRINT

6100 INPUT"

Press <ENTER>","P

6110 CLS

6120 PRINT"

6130 COLOR 14,1

6140 PRINT"

\*\*\*\*\* EQUIPMENT MANAGEMENT \*\*\*\*\*

6150 PRINT"

\*\*\*\*\* SUMMARY \*\*\*\*\*

6160 COLOR 15,1

6170 PRINT"

6180 PRINT"

6190 PRINT"

6200 PRINT"

6210 PRINT"

6220 PRINT"

6240 PRINT"

6250 PRINT"

6260 PRINT"

6270 PRINT"

6280 PRINT"

6290 PRINT"

Supply discipline is the requirement to conserve and protect U.S. Government supplies and equipment for operational needs. An accountable officer is an individual appointed to maintain records in connection with government property. AFR 20-14 states the policy regarding the responsibilities for public property under the control of the Air Force. The main purpose of the Air Force Fraud, Waste, and Abuse program is to concentrate efforts to eliminate FWA. AFR 123-2 defines the Air Force policy on FWA. Remember, disclosure is confidential; call extension 76432.

6300 PRINT"

6305 PRINT

6310 PRINT"

6320 IF BLK1=1 THEN 6340

6330 GOTO 6420

```

6340 PRINT
6350 PRINT
6360 PRINT
6370 PRINT
6380 INPUT"                                     Press <ENTER>","P
6390 CLS
5410 CHAIN "FS"
6420 PRINT"
6430 PRINT"
6440 PRINT
6450 PRINT"                                     Please make selection and press <ENTER>
6455 PRINT
6460 INPUT"          <R> Review this lesson   <M> Main Menu   <C> Continue   ",D$
6470 CLS
6480 IF D$ ="R" THEN CHAIN "EM"
6490 IF D$ = "r" THEN CHAIN "EM"
6500 IF D$ = "M" THEN CHAIN "MM"
6510 IF D$ = "m" THEN CHAIN "MM"
6520 IF D$ = "C" THEN CHAIN "CA"
6530 IF D$ = "c" THEN CHAIN "CA"
6540 GOTO 6110
-----
3 COMMON F$,L$,C1,C2,I1,I2, BLK2, S, J$,N$,R$,P$,C$,E$
4 COMMON BLK1, BLK3, BLK4,BLK5, BLK6
10 REM THIS IS PROGRAM CA.BAS CUSTODIAL ACCOUNTS
15 KEY OFF
20 COLOR 15,1
50 CLS
60 PRINT
70 COLOR 14,1
75 PRINT"                                     ***** CUSTODIAL ACCOUNTS *****
80 PRINT"                                     ***** OBJECTIVE *****
90 COLOR 15,1
100 PRINT"
110 PRINT
120 PRINT"                                     The objective of this lesson is to provide background
130 PRINT"                                     information on how to establish an equipment account and the
140 PRINT"                                     major responsibilities of the organization commander and the
150 PRINT"                                     equipment custodian.
160 PRINT
170 PRINT
180 PRINT
190 PRINT
200 PRINT
210 PRINT
220 PRINT
230 PRINT
240 PRINT
260 PRINT
270 PRINT
280 PRINT
285 PRINT

```



290 PRINT

300 INPUT"

Press <ENTER>","P

310 CLS

320 PRINT

330 COLOR 14,1

340 PRINT"

\*\*\*\*\* CUSTODIAN ACCOUNTS \*\*\*\*\*

350 COLOR 15,1

360 PRINT

370 PRINT

380 PRINT"

390 PRINT"

400 PRINT"

410 PRINT"

420 PRINT"

430 PRINT

440 PRINT"

450 PRINT"

460 PRINT"

470 PRINT"

480 PRINT"

490 PRINT"

500 PRINT"

510 PRINT"

520 PRINT"

530 PRINT"

540 PRINT

550 PRINT

555 PRINT

560 INPUT"

Press <ENTER>","P

570 CLS

580 PRINT

590 PRINT

600 COLOR 14,1

610 PRINT"

\*\*\* EXERCISE \*\*\*

620 COLOR 15,1

630 PRINT

640 PRINT

650 PRINT"

Let's review now.

660 PRINT

670 PRINT

680 PRINT"

690 PRINT"

Which of the following individual(s) can be equipment custodians?

700 PRINT

710 PRINT"

a. Commissioned officers

720 PRINT"

b. NCO's

730 PRINT"

c. Civilians

740 PRINT"

d. All of the above

750 PRINT

760 INPUT"

Make selection and press <ENTER>","A\$

770 IF A\$ = "D" THEN 900

780 IF A\$ = "d" THEN 900

790 IF A\$ = "B" THEN 850

```

800 IF A$= "B" THEN 850
810 IF A$= "b" THEN 850
820 IF A$= "C" THEN 850
830 IF A$= "c" THEN 850
840 GOTO 940
850 PRINT
860 PRINT
870 PRINT"      Incorrect, "F$". All of the above can be custodians. Let's"
880 PRINT"      continue."
890 GOTO 970
900 PRINT
910 PRINT
920 PRINT"      Correct. Let's continue."
930 GOTO 970
940 PRINT
950 PRINT
960 PRINT"      ("A$") is not a choice. 'All of the above' is correct.
970 PRINT
980 PRINT
985 PRINT
990 INPUT"      Press <ENTER>",P
1000 CLS
1010 PRINT
1020 COLOR 14,1
1030 PRINT"      ***** EQUIPMENT MANAGEMENT RESPONSIBILITIES *****
1040 COLOR 15,1
1050 PRINT
1060 PRINT"      Commander's Responsibilities:
1070 PRINT"      1. Appoint a primary and alternate custodian.
1080 PRINT"      2. Ensure a new custodian is approved when the present
1090 PRINT"      custodian will be absent for more than 45 calendar
1100 PRINT"      days or PCS's.
1110 PRINT"      3. Ensure funds are closely controlled and spent on
1120 PRINT"      mission needs.
1130 PRINT"      4. Inspect custodial accounts often to make sure
1140 PRINT"      effective supply discipline is used.
1150 PRINT"      5. Ensure newly appointed custodians attend custodian
1160 PRINT"      training provided by Base Supply.
1170 PRINT"
1180 PRINT"      Custodian's Responsibilities:
1190 PRINT"      1. Responsible for all equipment issued to their account.
1200 PRINT"      2. Aid supply personnel when annual inventories are
1210 PRINT"      made, and make sure all items are on hand and
1220 PRINT"      serviceable. Supply personnel ONLY inventory custodian
1230 PRINT"      accounts upon written request by the organizational
1240 PRINT"      commander or staff agency director.
1245 PRINT
1250 INPUT"      Press <ENTER>",P
1260 CLS
1270 PRINT
1280 COLOR 14,1
1290 PRINT"      ***** EQUIPMENT MANAGEMENT RESPONSIBILITIES *****

```

1300 COLOR 15,1  
1310 PRINT  
1320 PRINT" 3. Fill out and send transaction request to EMU.  
1330 PRINT" 4. Record requests submitted on AF Form 126.  
1340 PRINT" 5. Keep suspense and completed copies of equipment  
1345 PRINT" requests.  
1350 PRINT" 6. Coordinate, as needed, with base agencies on requests.  
1360 PRINT" 7. Check the Custodian Authorization/ Custody Receipt  
1365 PRINT" Listing (CA/CRL) for completeness and accuracy  
1370 PRINT" 8. Sign and return the CA/CRL to supply within 15 workdays.  
1380 PRINT" 9. Report excesses to the EMU in Base Supply.  
1390 PRINT" 10. Furnish information on items that have been lost  
1400 PRINT" or destroyed.  
1410 PRINT" 11. Make sure, by spot checks and periodic inventories,  
1420 PRINT" that all assigned property is accounted for and  
1430 PRINT" physically on hand, or that action has been taken to  
1440 PRINT" clear the account of missing or damaged items.  
1450 PRINT  
1460 PRINT  
1470 PRINT  
1480 PRINT  
1500 PRINT  
1510 INPUT" Press <ENTER>","P  
1520 CLS  
1530 PRINT  
1540 COLOR 14,1  
1550 PRINT" \*\*\*\*\* EQUIPMENT MANAGEMENT RESPONSIBILITIES \*\*\*\*\*  
1560 COLOR 15,1  
1570 PRINT  
1580 PRINT  
1590 PRINT" 12. Make sure all equipment turned in is clean and  
1600 PRINT" complete.  
1610 PRINT" 13. Prepare and maintain AF Form 1297 for items loaned for  
1620 PRINT" use outside the custodian's span of control. The loan  
1630 PRINT" of items on a AF Form 1297 will be validated annually.  
1640 PRINT" 14. Make sure, when custodian responsibility ends, that the  
1650 PRINT" custody account has been transferred to the new  
1660 PRINT" custodian and officially cleared by the EMU of Base  
1670 PRINT" Supply.  
1680 PRINT  
1690 PRINT  
1700 PRINT  
1710 PRINT  
1720 PRINT  
1730 PRINT  
1740 PRINT  
1750 PRINT  
1755 PRINT  
1760 PRINT  
1770 INPUT" Press <ENTER>","P  
1780 CLS  
1790 PRINT

```

1800 COLOR 14,1
1810 PRINT"
1820 COLOR 15,1
1830 PRINT
1840 PRINT"          Let's review now.
1850 PRINT
1860 PRINT"          The organization commander is responsible for the signing
1870 PRINT"          and returning the CA/CRL to supply within 15 workdays.
1880 PRINT"
1890 PRINT"          a. TRUE
1900 PRINT"          b. FALSE
1910 INPUT"
1920 IF A$ = "B" THEN 2010
1930 IF A$ = "b" THEN 2010
1940 IF A$ = "A" THEN 1970
1950 IF A$ = "a" THEN 1970
1960 GOTO 2050
1970 PRINT
1980 PRINT
1990 PRINT"          "A$" is incorrect. Custodians are responsible."
2000 GOTO 2080
2010 PRINT
2020 PRINT
2030 PRINT"          Correct. Let's continue."
2040 GOTO 2080
2050 PRINT
2060 PRINT
2070 PRINT"          ("A$") is not a choice. Let's continue.
2080 PRINT
2090 PRINT
2100 PRINT
2110 PRINT
2120 PRINT
2130 PRINT
2140 PRINT
2150 PRINT
2155 PRINT
2160 INPUT"
2170 CLS
2180 PRINT
2190 COLOR 14,1
2195 PRINT"
2200 PRINT"
2210 COLOR 15,1
2220 PRINT
2230 PRINT"
2240 PRINT"
2250 PRINT"
2260 PRINT"
2270 PRINT"
2280 PRINT"
2290 PRINT"

```

\*\*\* EXERCISE \*\*\*

Make selection and press <ENTER>","A\$

Press <ENTER>","P

\*\*\*\*\* CUSTODIAL ACCOUNTS \*\*\*\*\*  
\*\*\*\*\* SUMMARY \*\*\*\*\*

In summary we have examined how to establish equipment accounts and the responsibilities of both the organization commander and the equipment custodian. New accounts will be accomplished through the 2/50th LS/OMSP. Organization Commanders will submit request for appointments of custodians to EMU. Custodians should be replaced at least 45-60 days before leaving the equipment account. AF Form 1297's will be

```

2300 PRINT"          prepared and maintained by the equipment custodian and
2310 PRINT"          updated annually.
2320 PRINT
2330 PRINT
2350 PRINT
2360 IF BLK2=1 THEN 2380
2370 GOTO 2470
2380 PRINT
2390 PRINT
2400 PRINT
2410 PRINT
2420 PRINT
2430 PRINT
2440 INPUT"          Press <ENTER>","P
2450 CLS
2460 CHAIN "FS"
2470 PRINT
2480 PRINT
2490 PRINT
2500 PRINT
2510 PRINT
2520 PRINT"          Please make your selection and press <ENTER>
2530 PRINT
2540 INPUT"          <R> Review this lesson   <M> Main Menu   <C> Continue ","D$
2550 CLS
2560 IF D$ ="R" THEN 10
2570 IF D$ ="r" THEN 10
2580 IF D$ ="M" THEN CHAIN "MM"
2590 IF D$ ="m" THEN CHAIN "MM"
2600 IF D$ ="C" THEN CHAIN "EQ"
2610 IF D$ ="c" THEN CHAIN "EQ"
2620 GOTO 2170
-----
10 REM THIS IS PROGRAM EQ.BAS EQUIPMENT
20 COMMON F$,L$,C1,C2,C3,I1,I2,I3,BLK3, S, J$,N$,R$,P$,C$,E$
30 COMMON BLK1, BLK2, BLK4, BLK5, BLK6
40 COLOR 15,1
50 CLS
60 KEY OFF
70 PRINT"
80 COLOR 14,1
85 PRINT"          ***** EQUIPMENT *****
90 PRINT"          ***** OBJECTIVE *****
100 COLOR 15,1
110 PRINT"
120 PRINT"          The objective of this lesson is to define equipment and
130 PRINT"          to review the elements that are in the process of receiving
140 PRINT"          the items that we order. The major elements of the process
150 PRINT"          are the Sources of Supply, the Uniform Material Movement
160 PRINT"          and Issue Priority System (UMMIPS) and the factors that make
170 PRINT"          up this delivery and requisitioning priority. How items
180 PRINT"          are priced by Base Supply will be reviewed, along with the

```

```

190 PRINT"          total due-out system.
200 PRINT"
210 PRINT"
220 PRINT"
230 PRINT"
240 PRINT"
250 PRINT
260 PRINT
270 PRINT
280 PRINT
300 PRINT
310 PRINT
320 INPUT"          Press <ENTER>",P
330 CLS
340 PRINT"
350 COLOR 14,1
360 PRINT"          ***** EQUIPMENT *****
370 COLOR 15,1
380 PRINT"
390 PRINT"          An equipment item is non-consumable and retains its
400 PRINT"          identity. The Expendability, Recoverability, Repairability,
410 PRINT"          Cost (ERRC) designator for an equipment item ALWAYS begins
420 PRINT"          with NF or ND. Whether an equipment item requires
430 PRINT"          accountability depends on its Equipment Management Code
440 PRINT"          (EMC). The EMC is maintained as the last (3rd) position of
450 PRINT"          the ERRC designator. These codes are defined as follows:
460 PRINT"          EMC          DESCRIPTION
470 PRINT"          1          NO in-use detail required and NO
480 PRINT"          reporting.
490 PRINT"          2          Authorized/in-use detail record
500 PRINT"          established. MAJCOM directed.
510 PRINT"          3,4,5      Authorized/in-use detail record
520 PRINT"          established- on CA/CRL.
530 PRINT"
540 PRINT"
550 PRINT"
560 PRINT"
570 PRINT
580 PRINT
590 INPUT"          Press <ENTER>",P
600 CLS
610 PRINT"
620 PRINT
630 COLOR 14,1
640 PRINT"          *** EXERCISE ***
650 COLOR 15,1
660 PRINT"
670 PRINT"          Let's review
680 PRINT"
690 PRINT"          The ERRC designator for an equipment item always begins
700 PRINT"          with _____.
710 PRINT"

```

```

720 PRINT"          a.  XB
730 PRINT"          b.  XD or XQ
740 PRINT"          c.  ND or NF
750 PRINT"          d.  XF
760 PRINT
770 INPUT"                                Make selection and press <ENTER>","A$
780 IF A$ ="C" THEN 870
790 IF A$ = "c" THEN 870
800 IF A$="A" THEN 920
810 IF A$ ="a" THEN 920
820 IF A$ ="B" THEN 920
830 IF A$= "b" THEN 920
840 IF A$= "D" THEN 920
850 IF A$ ="d" THEN 920
860 GOTO 970
870 PRINT
880 PRINT
890 PRINT
900 PRINT"          Correct, "F$".  Let's continue.
910 GOTO 1010
920 PRINT
930 PRINT
940 PRINT"          "F$", the correct answer is ND or NF.
950 PRINT"          Let's continue.
960 GOTO 1010
970 PRINT"
980 PRINT
990 PRINT
1000 PRINT"          ("A$") is not a choice.  The correct answer is ND or NF.
1010 PRINT
1020 PRINT
1030 PRINT
1040 PRINT
1050 INPUT"                                Press <ENTER>","P
1060 CLS
1070 PRINT"
1080 COLOR 14,1
1090 PRINT"          ***** ITEMS *****
1100 COLOR 15,1
1110 PRINT"
1120 PRINT"          Investment items are considered to be available for use
1130 PRINT"          more than one fiscal year.  They are purchased from what is
1140 PRINT"          termed MULTIPLE YEAR FUNDS.  Many items such as installed"
1150 PRINT"          radios and vehicles fall into this category.
1160 PRINT
1170 PRINT"          Expense items are financed from the stock fund
1180 PRINT"          appropriates, and are termed expense items because they
1190 PRINT"          are SOLD....first to Base Supply, then to Base Supply's
1200 PRINT"          customers.  Examples of expense items are nuts, bolts, and
1210 PRINT"          items purchased from the Base Service Store and /or
1220 PRINT"          local purchase."
1230 PRINT"

```

```

1240 PRINT"
1250 PRINT"
1260 PRINT"
1270 PRINT"
1280 PRINT"
1290 PRINT"
1300 PRINT
1310 PRINT
1320 INPUT"
1330 CLS
1340 PRINT"
1350 PRINT
1360 COLOR 14,1
1370 PRINT"
1380 COLOR 15,1
1390 PRINT"
1400 PRINT"
1410 PRINT"
1420 PRINT"
1430 PRINT"
1440 PRINT"
1450 PRINT"
1460 PRINT"
1470 PRINT"
1480 PRINT"
1490 PRINT"
1500 PRINT
1510 INPUT"
1520 IF A$ = "B" THEN 1610
1530 IF A$ ="b" THEN 1610
1540 IF A$="A" THEN 1660
1550 IF A$= "a" THEN 1660
1560 IF A$="C" THEN 1660
1570 IF A$="c" THEN 1660
1580 IF A$="D" THEN 1660
1590 IF A$="d" THEN 1660
1600 GOTO 1710
1610 PRINT
1620 PRINT
1630 PRINT
1640 PRINT"
1650 GOTO 1750
1660 PRINT
1670 PRINT
1680 PRINT"
1690 PRINT"
1700 GOTO 1750
1710 PRINT"
1720 PRINT
1730 PRINT
1740 PRINT"
1750 PRINT

```

Press <ENTER>",P

\*\*\* EXERCISE \*\*\*

"F\$", it's time to review.

What two (2) major categories are Air Force items divided into?

- a. Investment & DIFM
- b. Investment & Expense
- c. Expense & EOQ
- d. Expense & Stock

Make a selection and press <ENTER>",A\$

Correct, "F\$". Let's continue.

"F\$", your answer was incorrect. The correct answer is Investment and Expense.

("A\$") is not a choice. 'Investment and Expense' is correct.



1760 PRINT

1770 PRINT

1780 INPUT"

Press <ENTER>","P

1790 CLS

1800 PRINT"

1810 COLOR 14,1

1820 PRINT"

\*\*\*\*\* SOURCES OF SUPPLY \*\*\*\*\*

1830 COLOR 15,1

1840 PRINT"

1850 PRINT"

Base Supply obtains its stock for issue to customers from various sources via requisitions. The main sources of supply used by the Air Force are:

1860 PRINT"

1870 PRINT"

1880 PRINT"

1. AFLC-- Air Force Logistics Command

1890 PRINT"

2. DLA -- Defense Logistics Agency

1900 PRINT"

3. GSA -- General Service Administration

1910 PRINT"

4. LP -- Local Purchase

1920 PRINT"

1930 PRINT"

\* AFLC \*

1940 PRINT"

There are five (5) Air Logistics Centers located in the CONUS. These centers procure and stock those items that are peculiar to Air Force needs and which are vital for the support of Air Force weapon systems.

1950 PRINT"

1960 PRINT"

1970 PRINT"

1980 PRINT"

1990 PRINT"

\* DLA \*

2000 PRINT"

These sources of supply are responsible for managing items that have a common use by all military services. There are six (6) primary centers.

2010 PRINT"

2020 PRINT"

2030 PRINT

2040 PRINT

2050 INPUT"

Press <ENTER>","P

2060 CLS

2070 PRINT

2080 COLOR 14,1

2090 PRINT"

\*\*\*\*\* SOURCES OF SUPPLY \*\*\*\*\*

2100 COLOR 15,1

2110 PRINT"

2120 PRINT"

\* GSA \*

2130 PRINT"

GSA manages items that are required by all government agencies. Items distributed by GSA are common use items including office and janitorial supplies and equipment.

2140 PRINT"

2150 PRINT"

2160 PRINT"

2170 PRINT"

\* LP \*

2180 PRINT"

This supply source is provided by the Base Contracting Office. Local purchase procedures are used to buy items directly from civilian firms. Base Operating and Maintenance (O&M) funds are used to pay for LP items.

2190 PRINT"

2200 PRINT"

2210 PRINT"

2220 PRINT"

2230 PRINT"

2240 PRINT"

2250 PRINT"

2260 PRINT"

2270 PRINT"

```

2280 PRINT"
2290 PRINT"
2300 PRINT
2310 PRINT
2320 INPUT"
2330 CLS
2340 PRINT
2350 PRINT"
2360 COLOR 14,1
2370 PRINT"
2380 COLOR 15,1
2390 PRINT"
2400 PRINT"
2410 PRINT"
2420 PRINT"
2430 PRINT"
2440 PRINT"
2450 PRINT"
2460 PRINT"
2470 PRINT"
2480 PRINT"
2490 INPUT"
2500 IF A$ ="D" THEN 2590
2510 IF A$ = "d" THEN 2590
2520 IF A$="A" THEN 2640
2530 IF A$="a" THEN 2640
2540 IF A$="B" THEN 2640
2550 IF A$="b" THEN 2640
2560 IF A$="C" THEN 2640
2570 IF A$="c" THEN 2640
2580 GOTO 2690
2590 PRINT
2600 PRINT
2610 PRINT
2620 PRINT"
2630 GOTO 2730
2640 PRINT
2650 PRINT
2660 PRINT"
2670 PRINT"
2680 GOTO 2730
2690 PRINT"
2700 PRINT
2710 PRINT
2720 PRINT"
2730 PRINT"
2740 PRINT
2750 PRINT
2760 PRINT
2770 PRINT
2780 INPUT"
2790 CLS

```

Press <ENTER>","P

\*\*\* EXERCISE \*\*\*

Let's review now.

What type of funds are used to buy local purchase items?

a. Central funds  
b. Stock funds  
c. Systems funds  
d. O&M funds

Make selection and press <ENTER>","A\$

'O&M funds' is correct, "F\$".

Your answer "A\$" is incorrect. The correct answer  
is O&M funds.

("A\$") is not a choice. The correct answer is O&M funds.

Press <ENTER>","P

2800 PRINT"  
2810 COLOR 14,1  
2820 PRINT"  
2830 COLOR 15,1  
2840 PRINT"

\*\*\*\*\* UMMIPS \*\*\*\*\*

2850 PRINT"  
2860 PRINT"  
2870 PRINT"  
2880 PRINT"  
2890 PRINT

In the requisitioning, movement, and issue of material it is necessary that competing demands be identified according to relative importance in order to effectively manage the issuing of logistics system resources.

2900 PRINT"  
2910 PRINT"  
2920 PRINT"  
2930 PRINT"  
2940 PRINT"  
2950 PRINT"  
2960 PRINT"  
2970 PRINT"  
2980 PRINT"

Base Supply uses TWO separate priority systems when responding to customer requirements. The first is the DELIVERY PRIORITY, which is synonymous with the maintenance repair priority. The second is the SUPPLY REQUISITIONING PRIORITY, used only when the requested item is not available on-the-shelf, and a requisition must be prepared and forwarded to an off-base source of supply or depot. Supply requisitioning priorities are determined by two (2) factors:

2990 PRINT"  
3000 PRINT"  
3010 PRINT"  
3011 PRINT"  
3012 PRINT"  
3013 PRINT

1. FAD -- Force Activity Designator
2. UND -- Urgency of Need Designator

3014 INPUT"  
3015 CLS

Press <ENTER>","P

3016 PRINT  
3017 COLOR 14,1  
3018 PRINT"  
3019 COLOR 15,1  
3020 PRINT"

\*\*\*\*\* UMMIPS \*\*\*\*\*

3021 PRINT"  
3022 PRINT"  
3023 PRINT"  
3025 PRINT"  
3027 PRINT"  
3030 PRINT"  
3032 PRINT"  
3033 PRINT"  
3034 PRINT"  
3036 PRINT"  
3037 PRINT"  
3040 PRINT"  
3042 PRINT"  
3044 PRINT"  
3045 PRINT"  
3050 PRINT  
3053 PRINT  
3055 PRINT  
3056 PRINT  
3060 INPUT"

The following information on FAD codes and UND codes can be found on pages 25 and 26 of the Equipment Management Guide (EMG). Page 26 is a graphic display (FIGURE 2) of how Supply Priorities are determined. Turn now to pages 25 and 26 and press <ENTER> to complete this lesson.

Press <ENTER>","P

3065 CLS  
3070 PRINT"  
3080 COLOR 14,1  
3090 PRINT "

\*\*\*\*\* UMMIPS \*\*\*\*\*

3100 COLOR 15,1  
3110 PRINT"  
3120 PRINT"

\* FAD \*

3130 PRINT"  
3140 PRINT"  
3150 PRINT"  
3160 PRINT"  
3170 PRINT"  
3180 PRINT"  
3190 PRINT"

The FAD code is the first element used to determine a supply requisitioning priority. Organization FAD codes are determined and assigned by the Joint Chief of Staff (JCS) at the time the organization was initially established. FAD codes are expressed in Roman numerals I through V.

\* UND \*

3200 PRINT"  
3210 PRINT"  
3220 PRINT"  
3230 PRINT"

The second element used to determine the supply requisitioning priority is the UND. UND codes are expressed by alpha characters A, B, or C.

3240 PRINT"  
3250 PRINT"  
3260 PRINT"  
3270 PRINT"  
3280 PRINT"  
3290 PRINT"  
3300 PRINT  
3310 PRINT

UND

A -- PREVENTS mission accomplishment  
B -- IMPAIRES mission capability  
C -- ROUTINE requirements

3320 INPUT"  
3330 CLS  
3340 PRINT"  
3350 PRINT"

Press <ENTER>","P

3360 COLOR 14,1  
3370 PRINT"  
3380 COLOR 15,1  
3390 PRINT"

\*\*\* EXERCISE \*\*\*

3400 PRINT"  
3410 PRINT"

Let's review.

3420 PRINT"  
3430 PRINT"  
3440 PRINT"

Who determines and assigns the organization FAD code upon the establishment of an organization?

3450 PRINT"  
3460 PRINT"  
3470 PRINT"  
3480 PRINT"  
3490 PRINT

a. SPC  
b. NSC  
c. JCS  
d. CMD

3500 INPUT"

Make selection and press <ENTER>","A\$

3510 IF A\$ = "C" THEN 3600  
3520 IF A\$ = "c" THEN 3600  
3530 IF A\$="A" THEN 3650  
3540 IF A\$="a" THEN 3650  
3550 IF A\$="B" THEN 3650  
3560 IF A\$="b" THEN 3650  
3570 IF A\$="D" THEN 3650

```

3580 IF A$="d" THEN 3650
3590 GOTO 3700
3600 PRINT
3610 PRINT
3620 PRINT
3630 PRINT"      Correct.
3640 GOTO 3740
3650 PRINT
3660 PRINT
3670 PRINT"      ("A$"), is incorrect. The correct answer is Joint Chief of
3680 PRINT"      Staff (JCS). Let's continue.
3690 GOTO 3740
3700 PRINT"
3710 PRINT
3720 PRINT
3730 PRINT"      ("A$") is not a choice. JCS is the correct answer.
3740 PRINT"
3750 PRINT
3760 PRINT
3770 PRINT
3780 INPUT"      Press <ENTER>",P
4060 PRINT"
4070 CLS
4080 PRINT"
4090 PRINT"
4100 COLOR 14,1
4110 PRINT"      ***** UMMIPS ABUSE *****
4120 COLOR 15,1
4130 PRINT"
4140 PRINT"      Commanders of all organizations are responsible for:
4150 PRINT"
4160 PRINT"      1. Insuring directives are developed and followed
4170 PRINT"      to insure personnel are aware that material
4180 PRINT"      requirements must reflect the correct UND.
4190 PRINT"      2. Insuring that individuals responsible for the
4200 PRINT"      assignment of UND's or priorities are trained
4210 PRINT"      in the UMMIPS system.
4220 PRINT"
4230 PRINT"      A listing titled the Base Supply Surveillance Report
4240 PRINT"      (D20) is prepared each day. This listing is reviewed for
4250 PRINT"      possible UMMIPs violations and abuses.
4260 PRINT"
4270 PRINT"
4280 PRINT"
4290 PRINT"
4300 PRINT"
4310 PRINT"
4320 PRINT
4330 INPUT"      Press <ENTER>",P
4340 CLS
4350 PRINT"
4360 PRINT"

```

4370 COLOR 14,1

4380 PRINT"

\*\*\* EXERCISE \*\*\*

4390 COLOR 15,1

4400 PRINT"

4410 PRINT"

Let's review.

4420 PRINT"

4430 PRINT"

What listing is prepared by base supply daily to check for  
UMMIPS violations and abuses?

4440 PRINT"

4450 PRINT"

4460 PRINT"

a. Daily Document Register (D04)

4470 PRINT"

b. Stock Number Directory (M14)

4480 PRINT"

c. Base Supply Surveillance Report (D20)

4490 PRINT"

d. Due-Out Validation Listing (M30)

4500 PRINT

4510 INPUT"

Make selection and press <ENTER>","A\$

4520 IF A\$="C" THEN 4600

4530 IF A\$="c" THEN 4600

4540 IF A\$="A" THEN 4650

4550 IF A\$="a" THEN 4650

4560 IF A\$="B" THEN 4650

4570 IF A\$="D" THEN 4650

4580 IF A\$="d" THEN 4650

4590 GOTO 4700

4600 PRINT"

4610 PRINT

4620 PRINT

4630 PRINT"

Correct.

4640 GOTO 4740

4650 PRINT"

4660 PRINT

4670 PRINT"

Incorrect. The correct answer is D20 ( Base Supply  
Surveillance Report).

4680 PRINT"

4690 GOTO 4740

4700 PRINT"

4710 PRINT

4720 PRINT

4730 PRINT"

("A\$") is not a choice. The correct answer is the D20.

4740 PRINT"

4750 PRINT

4760 PRINT

4770 PRINT

4780 INPUT"

Press <ENTER>","P

4790 CLS

4800 PRINT"

4810 COLOR 14,1

4820 PRINT"

\*\*\*\*\* PRICING \*\*\*\*\*

4830 COLOR 15,1

4840 PRINT"

4850 PRINT"

A standard price is used for sales and financial data  
on inventory transactions and balances. The standard price  
of each item includes :

4860 PRINT"

4870 PRINT"

4880 PRINT"

1. Unit product cost

4890 PRINT"

## 2. Surcharges

4900 PRINT"

4910 PRINT"

4920 PRINT"

4930 PRINT"

4940 PRINT"

4950 PRINT

4960 PRINT"

4970 PRINT"

4980 PRINT"

4990 PRINT"

5000 PRINT"

5010 PRINT"

5020 PRINT"

5030 PRINT"

5040 PRINT

5050 INPUT"

Press <ENTER>","P

5060 CLS

5070 PRINT"

5080 COLOR 14,1

5090 PRINT"

### \*\*\* EXERCISE \*\*\*

5100 COLOR 15,1

5110 PRINT"

5120 PRINT"

Now for a short question.

5130 PRINT"

5140 PRINT"

Unit product cost and a surcharge make up the standard price of an item.

5150 PRINT"

5160 PRINT"

5170 PRINT"

a. True

5180 PRINT"

b. False

5190 PRINT

5200 INPUT"

Make selection and press <ENTER>","A\$

5210 IF A\$="A" THEN 5260

5220 IF A\$="a" THEN 5260

5230 IF A\$="B" THEN 5310

5240 IF A\$="b" THEN 5310

5250 GOTO 5370

5260 PRINT"

5270 PRINT

5280 PRINT

5290 PRINT"

Good answer, "F\$". Let's continue.

5300 GOTO 5410

5310 PRINT"

5320 PRINT

5330 PRINT

5340 PRINT"

The correct answer is True; unit product cost and a surcharge make up the standard cost.

5350 PRINT"

5360 GOTO 5410

5370 PRINT"

5380 PRINT

5390 PRINT

5400 PRINT"

("A\$") is not a choice. The correct answer is True.

5410 PRINT"  
5420 PRINT"  
5430 PRINT  
5440 PRINT  
5450 PRINT  
5460 PRINT  
5470 PRINT  
5480 INPUT"

Press <ENTER>","P

5490 CLS  
5500 PRINT"  
5510 COLOR 14,1  
5520 PRINT"  
5530 COLOR 15,1  
5540 PRINT"

\*\*\*\*\* DUE-OUTS \*\*\*\*\*

5550 PRINT"  
5560 PRINT"  
5570 PRINT"  
5580 PRINT"

Because it is not always possible for Base Supply to have on hand every item that customers request, a procedure called DUE-OUTS was established. There are two (2) types of due-outs: MEMO and FIRM.

5590 PRINT  
5600 PRINT"  
5610 PRINT"  
5620 PRINT"  
5630 PRINT"  
5640 PRINT"  
5650 PRINT"  
5660 PRINT"  
5670 PRINT"  
5680 PRINT"

A memo due-out is established when supply processes a customer's request for an item that is not in stock and for some reason, it is not requisitioned from the source of supply. A memo due-out can be upgraded to a firm due-out by sending a letter to Stock Control in Base Supply. All requests for equipment items are established as MEMO due-outs and require notification from the organization that funds are available before Supply will requisition " the item.

5690 PRINT  
5700 PRINT"  
5710 PRINT"  
5720 PRINT"  
5730 PRINT"  
5740 PRINT"

A firm due-out occurs when a requisition to a source of supply is established to satisfy a customer's request.

5750 INPUT"

Press <ENTER>","P

5760 CLS  
5770 PRINT"  
5780 PRINT"  
5790 COLOR 14,1  
5800 PRINT"  
5810 COLOR 15,1

\*\*\* EXERCISE \*\*\*

5820 PRINT"

Let's review.

5830 PRINT"  
5840 PRINT"  
5850 PRINT"  
5860 PRINT"  
5870 PRINT"  
5880 PRINT"  
5890 INPUT"

All equipment items are established as \_\_\_\_\_ due-outs.

- a. Firm
- b. Memo

Make selection and press <ENTER>","A\$

5900 IF A\$="B" THEN 5950  
5910 IF A\$="b" THEN 5950  
5920 IF A\$="A" THEN 6000



```

5930 IF A$="a" THEN 6000
5940 GOTO 6050
5950 PRINT"
5960 PRINT
5970 PRINT
5980 PRINT"      Correct, "F$".  Let's continue.
5990 GOTO 6090
6000 PRINT"
6010 PRINT
6020 PRINT"      Incorrect.  The correct response is Memo.  Let's
6030 PRINT"      continue.
6040 GOTO 6090
6050 PRINT"
6060 PRINT
6070 PRINT
6080 PRINT"      ("A$") is not a choice.  Memo is the correct answer.
6090 PRINT
6100 PRINT
6110 PRINT
6120 PRINT
6130 PRINT
6140 PRINT
6150 PRINT
6160 PRINT
6170 INPUT"                                     Press <ENTER>","P
6180 CLS
6190 PRINT"
6200 COLOR 14,1
6210 PRINT"                                     ***** DUE-OUTS *****
6220 COLOR 15,1
6230 PRINT"
6240 PRINT"      Organizations should review the Priority Monitor Report
6250 PRINT"      (D18) in a timely manner.  Only due-outs of UND `A' are
6260 PRINT"      printed on the D18.
6270 PRINT
6280 PRINT"      A due-out validation must occur at least once each
6290 PRINT"      month.  The Due-out Validation Listing (M30) is forwarded to
6300 PRINT"      all organizations for validation except UND `C' equipment.
6310 PRINT"      The M30 provides a management tool for customers to confirm
6320 PRINT"      all supply type due-outs on a monthly basis, and equipment
6330 PRINT"      type due-outs on a quarterly basis.
6340 PRINT
6350 PRINT"      Due-out cancellations by an organization may be
6360 PRINT"      requested anytime by submitting a written request to Base
6370 PRINT"      Supply.
6380 PRINT
6390 PRINT"      Due-outs may be updated by submitting a request by
6400 PRINT"      either letter or telephone to the Stock Control Unit.
6410 PRINT"      A follow-up to the Stock Control Unit on firm due-outs
6420 PRINT"      should be made when information is needed to prepare
6430 PRINT"      reports.
6440 INPUT"                                     Press <ENTER>","P

```

```

6450 CLS
6460 PRINT"
6470 PRINT"
6480 COLOR 14,1
6490 PRINT"
6500 COLOR 15,1
6510 PRINT"
6520 PRINT"
6530 PRINT"
6540 PRINT"
6550 PRINT"
6560 PRINT"
6570 PRINT"
6580 PRINT"
6590 PRINT"
6600 PRINT"
6610 INPUT"
6620 IF A$="A" THEN 6670
6630 IF A$="a" THEN 6670
6640 IF A$="B" THEN 6720
6650 IF A$="b" THEN 6720
6660 GOTO 6770
6670 PRINT"
6680 PRINT
6690 PRINT
6700 PRINT"
6710 GOTO 6810
6720 PRINT"
6730 PRINT
6740 PRINT"
6750 PRINT"
6760 GOTO 6810
6770 PRINT"
6780 PRINT
6790 PRINT
6800 PRINT"
6810 PRINT"
6820 PRINT
6830 PRINT
6840 PRINT
6850 PRINT
6860 INPUT"
6870 CLS
6880 PRINT"
6890 COLOR 14,1
6895 PRINT"
6900 PRINT"
6910 COLOR 15,1
6920 PRINT"
6930 PRINT"
6940 PRINT"
6950 PRINT"

```

\*\*\*EXERCISE \*\*\*

Let's review.

If questions arise about due-outs, contact the Stock  
Control Unit of Base Supply.

a. True  
b. False

Make selection and press <ENTER>","A\$

Correct.

Your answer was incorrect. The answer is True. "F\$", let's  
continue.

("A\$") is not a choice. The answer is True.

Press <ENTER>","P

\*\*\*\*\* EQUIPMENT \*\*\*\*\*  
\*\*\*\*\* SUMMARY \*\*\*\*\*

This lesson has defined equipment as a non-consumable  
item that retains its identity. Some of the major factors  
in the process of receiving material from supply are the

```

6960 PRINT"          Sources of Supply (SOS), UMMIPS, and the Due-Out system.
6965 PRINT
6970 PRINT"          The major SOS are the Air Logistic Centers, the Defense
6980 PRINT"          Logistic Agency, the General Services Administration, and
6990 PRINT"          Local Purchase. Local Purchase items are paid for by Base
7000 PRINT"          O&M funds. There are two major factors of UMMIPS: the Force
7010 PRINT"          Activity Designator(FAD) and the Urgency of Need Designator
7020 PRINT"          (UND). There are two types of Due-Outs Memo and Firm. All
7030 PRINT"          equipment items are ordered as Memo and upgraded to Firm when
7040 PRINT"          organizations notify supply that money is available. All
7050 PRINT"          equipment type due-outs will be validated on a quarterly
7060 PRINT"          basis.
7070 PRINT
7080 PRINT"
7090 IF BLK3=1 THEN 7110
7100 GOTO 7210
7110 PRINT
7120 PRINT
7140 PRINT
7150 INPUT"          Press <ENTER>",<P
7160 CLS
7170 CHAIN "FS"
7210 PRINT"          Make selection and press <ENTER>"
7215 PRINT
7220 INPUT"          <R> Review this lesson  <M> Main Menu  <C> Continue  ",D$
7230 CLS
7240 IF D$ = "R" THEN 10
7250 IF D$ = "r" THEN 10
7260 IF D$ = "M" THEN CHAIN "MM"
7270 IF D$ = "m" THEN CHAIN "MM"
7290 IF D$ = "C" THEN CHAIN "cdf"
7300 IF D$ = "c" THEN CHAIN "cdf"
7301 GOTO 6870
-----
10 REM PROGRAM IS CDF.BAS CUSTODIAN DOCUMENTS AND FORMS
20 COMMON F$,L$,C1,C2,C3,C4,I1,I2,I3,I4,BLK4,S,J$,N$,R$,P$,C$,E$
30 COMMON BLK1, BLK2, BLK3, BLK5, BLK6
40 KEY OFF
50 COLOR 15,1
60 CLS
70 PRINT"
80 PRINT"
90 COLOR 14,1
95 PRINT"          ***** CUSTODIAN DOCUMENTS & FORMS *****
100 PRINT"          ***** OBJECTIVE *****
110 COLOR 15,1
120 PRINT"
130 PRINT"
140 PRINT"          The main objective of this lesson to review the
150 PRINT"          documents and forms used by the custodian: Allowance
160 PRINT"          documents, Table of Allowance (TA's) and the Master Equipment
170 PRINT"          Management Index (MEMI) will be examined. The two major

```

180 PRINT"  
190 PRINT"  
200 PRINT"  
205 PRINT  
210 PRINT"  
220 PRINT"  
230 PRINT"  
240 PRINT"  
250 PRINT"  
260 PRINT"  
270 PRINT"  
280 PRINT"  
290 PRINT"  
300 INPUT"  
310 CLS  
320 PRINT  
330 COLOR 14,1  
340 PRINT"  
350 COLOR 15,1  
360 PRINT  
370 PRINT"  
380 PRINT"  
390 PRINT"  
400 PRINT"  
410 PRINT"  
420 PRINT"  
430 PRINT"  
440 PRINT  
450 PRINT"  
460 PRINT"  
470 PRINT"  
480 PRINT"  
490 PRINT"  
500 PRINT"  
510 PRINT  
520 PRINT  
530 PRINT  
540 PRINT  
550 PRINT  
560 PRINT  
570 INPUT"  
580 CLS  
590 PRINT  
600 PRINT  
610 COLOR 14,1  
620 PRINT"  
630 COLOR 15,1  
640 PRINT  
650 PRINT  
660 PRINT"  
670 PRINT  
680 PRINT"

forms used to order equipment are AF Forms 601 and 2005.  
The lesson will discuss when to use them and the  
requirements that must be followed to complete them.

Transferring equipment, inventorying equipment,  
and managing furniture will be reviewed in this  
lesson. Special requirements are used when ordering  
furniture.

Press <ENTER>","P

\*\*\*\*\* ALLOWANCE DOCUMENTS \*\*\*\*\*

Equipment allowance documents describe the items and  
quantities of equipment required to perform the mission and  
duties of Air Force organizations and individual specialists.  
Equipment authorizations are allowances converted to  
quantities of items for an unit. It is the responsibility of  
the Chief of Supply to ensure that authorizations are valid  
and tailored to the minimum needs of the organization.

HQ AFLC is responsible for the final review and  
approval/disapproval of organizational and individual  
equipment. Allowance documents are listed in numerical  
sequence in AFR 0-10, which is published and revised  
quarterly by AFLC. AFR 0-10 is divided into seven (7)  
sections.

Press <ENTER>","P

\*\*\* EXERCISE \*\*\*

Let's review.

Who is responsible for the final review of items of

```

690 PRINT"          organizational and individual equipment?
700 PRINT
710 PRINT"          a. AFSC
720 PRINT"          b. Chief of Supply
730 PRINT"          c. CEMO
740 PRINT"          d. HQ AFLC
750 INPUT"                                     Make selection and press <ENTER>","A$
760 IF A$ ="D" THEN 850
770 IF A$ ="d" THEN 850
780 IF A$= "A" THEN 900
790 IF A$= "a" THEN 900
800 IF A$= "B" THEN 900
810 IF A$= "b" THEN 900
820 IF A$= "C" THEN 900
830 IF A$= "c" THEN 900
840 GOTO 960
850 PRINT
860 PRINT
870 PRINT
880 PRINT"          "F$", that is correct. Let's continue.
890 GOTO 1000
900 PRINT
910 PRINT
920 PRINT
930 PRINT"          The answer "A$" is incorrect, "F$". HQ AFLC is the correct
940 PRINT"          answer. Let's continue.
950 GOTO 1000
960 PRINT
970 PRINT
980 PRINT
990 PRINT"          ("A$") is not a choice. HQ AFLC is correct.
1000 PRINT
1010 PRINT
1020 PRINT
1030 PRINT
1040 INPUT"                                     Press <ENTER>","P
1050 CLS
1060 PRINT
1070 COLOR 14,1
1080 PRINT"          ***** TABLES OF ALLOWANCE (TA) *****
1090 COLOR 15,1
1100 PRINT
1110 PRINT"          A TA is an allowance document. It prescribes basic
1120 PRINT"          allowances of equipment normally required by organizations
1130 PRINT"          and individuals in the accomplishment of assigned missions,
1140 PRINT"          tasks, or duties. All TA's are listed in AFR 0-10 and are
1150 PRINT"          identified by a three-digit number (Examples: TA's 006, 016,
1160 PRINT"          414, etc.). Most TA's are now published on microfiche.
1170 PRINT
1180 PRINT"          All TA's follow the same basic format, with the
1190 PRINT"          exception of TA 001 (MEMI).
1200 PRINT

```

1210 PRINT"  
1220 PRINT"  
1230 PRINT"  
1240 PRINT"  
1250 PRINT"  
1260 PRINT"  
1270 PRINT"  
1280 PRINT"  
1290 PRINT"  
1300 PRINT  
1310 INPUT"

1. Introduction: States the purpose and provides general and special information about the TA.
2. Organizational List: The list is divided into parts and sections. To use a TA, simply find your stock number and read the Basis of Issue (BOI).
3. Allowance Summary: This portion of the TA lists every stock number from the various parts/sections of the TA in stock number sequence.

Press <ENTER>","P

1320 CLS  
1330 PRINT  
1340 COLOR 14,1  
1350 PRINT"  
1360 COLOR 15,1  
1370 PRINT

\*\*\*\*\* TABLES OF ALLOWANCE (TA) \*\*\*\*\*

Even though TA 001 (MEMI) is designated a TA, it does not contain allowances. The primary purpose of this publication is to provide a cross-reference from national stock number (NSN) to allowance source code (ASC). The publication of TA 002, Allowance Document Monthly Update, provides monthly changes to all TA's.

1380 PRINT"  
1390 PRINT"  
1400 PRINT"  
1410 PRINT"  
1420 PRINT"  
1430 PRINT"  
1440 PRINT  
1450 PRINT  
1460 PRINT  
1470 PRINT  
1480 PRINT  
1490 PRINT  
1500 PRINT  
1510 PRINT  
1520 PRINT  
1530 PRINT  
1540 PRINT  
1550 PRINT  
1560 PRINT  
1570 PRINT

Press <ENTER>","P

1580 INPUT"  
1590 CLS  
1600 PRINT  
1610 PRINT  
1620 COLOR 14,1  
1630 PRINT"  
1640 COLOR 15,1

\*\*\* EXERCISE \*\*\*

1650 PRINT  
1660 PRINT"  
1670 PRINT  
1680 PRINT"  
1690 PRINT"  
1700 PRINT  
1710 PRINT"  
1720 PRINT"

Let's review.

What publication are all Tables of Allowances (TA's) listed in?

- a. AFR 0-10
- b. TA 001

1730 PRINT"                   c. AFM 10-0  
 1740 PRINT"                   d. AFLCR 001  
 1750 INPUT"                   Make selection and press <ENTER>","A\$  
 1760 IF A\$ ="A" THEN 1850  
 1770 IF A\$ = "a" THEN 1850  
 1780 IF A\$="B" THEN 1900  
 1790 IF A\$="b" THEN 1900  
 1800 IF A\$="C" THEN 1900  
 1810 IF A\$="c" THEN 1900  
 1820 IF A\$="D" THEN 1900  
 1830 IF A\$="d" THEN 1900  
 1840 GOTO 1960  
 1850 PRINT  
 1860 PRINT  
 1870 PRINT  
 1880 PRINT"                   Correct.  
 1890 GOTO 2000  
 1900 PRINT  
 1910 PRINT  
 1920 PRINT  
 1930 PRINT"                   ("A\$"), is incorrect. The answer is AFR 0-10.  
 1940 PRINT"  
 1950 GOTO 2000  
 1960 PRINT  
 1970 PRINT  
 1980 PRINT  
 1990 PRINT"                   ("A\$") is not a choice. The correct answer is AFR 0-10.  
 2000 PRINT  
 2010 PRINT  
 2020 PRINT  
 2030 PRINT  
 2040 PRINT  
 2050 INPUT"                   Press <ENTER>","P  
 2060 CLS  
 2070 PRINT  
 2080 COLOR 14,1  
 2090 PRINT"                   \*\*\*\*\* ORDERING EQUIPMENT \*\*\*\*\*  
 2100 COLOR 15,1  
 2110 PRINT  
 2120 PRINT"                   Equipment items will be ordered using AF Form 601,  
 2130 PRINT"                   AF Form 2005, a letter, a telephone call, or in person.  
 2140 PRINT  
 2150 PRINT"                   \* AF Form 601 \*  
 2160 PRINT"                   AF Form 601 is prepared in six (6) copies and is  
 2170 PRINT"                   required for:  
 2180 PRINT"                   1. Change in basis of issue (BOI).  
 2190 PRINT"                   2. To ADD, CHANGE, or DELETE what the TA authorizes.  
 2200 PRINT"                   3. Any equipment request which requires coordination  
 2210 PRINT"                   other than the custodians, or which requires a  
 2220 PRINT"                   predetermined statement on an AF Form 601.  
 2230 PRINT"                   4. Any equipment request that requires approval above  
 2240 PRINT"                   Wing/Base Commander level.

```

2250 PRINT"
2260 PRINT"
2270 PRINT"
2280 PRINT"
2290 PRINT"
2300 PRINT
2310 PRINT
2320 INPUT"
2330 CLS
2340 PRINT
2350 PRINT
2360 COLOR 14,1
2370 PRINT"
2380 COLOR 15,1
2390 PRINT
2400 PRINT"
2410 PRINT
2420 PRINT"
2430 PRINT"
2440 PRINT
2450 PRINT"
2460 PRINT"
2470 PRINT
2480 INPUT"
2490 IF A$ ="B" THEN 2540
2500 IF A$ = "b" THEN 2540
2510 IF A$="A" THEN 2590
2520 IF A$="a" THEN 2590
2530 GOTO 2650
2540 PRINT
2550 PRINT
2560 PRINT
2570 PRINT"
2580 GOTO 2700
2590 PRINT
2600 PRINT
2610 PRINT
2615 PRINT"
2620 PRINT"
2640 GOTO 2700
2650 PRINT
2660 PRINT
2670 PRINT
2680 PRINT"
2690 PRINT"
2700 PRINT
2710 PRINT
2720 PRINT
2730 PRINT
2740 PRINT
2750 INPUT"
2760 CLS

```

Base Supply has fifteen (15) workdays to process the AF Form 601 and return a copy to the custodian indicating action taken on the request. Custodians should initiate follow-up action after twenty (20) days.

Press <ENTER>","P

\*\*\* EXERCISE \*\*\* "

Let's review.

The forms used to order equipment are AF Forms 601 and 2010.

a. True  
b. False

Make selection and press <ENTER>","A\$

Correct, "F\$".

Incorrect.  
AF forms 601 and 2005 are used to order equipment.

("A\$") is not a choice. The correct answer is AF forms 601 and 2005.

Press <ENTER>","P



2770 PRINT  
2780 COLOR 14,1  
2790 PRINT"  
2800 COLOR 15,1

\*\*\*\*\* ORDERING EQUIPMENT \*\*\*\*\*

2810 PRINT  
2820 PRINT"  
2830 PRINT

\* AF Form 2005 \*

AF Form 2005/letter is submitted in five (5) copies and is required for:

2860 PRINT"  
2870 PRINT"  
2880 PRINT"  
2890 PRINT"  
2900 PRINT"  
2910 PRINT"

1. Replacement items.
2. Items in the TA which do not require coordination or a predetermined statement.
3. Turn-ins.
4. FET's - Transfer of equipment between custodians.
5. Furniture.

2920 PRINT  
2930 PRINT"  
2940 PRINT"  
2950 PRINT"  
2960 PRINT"

Information for completing AF Form 2005 is contained in AFR 67-23, page 17. Also refer to pages 38-39 of the Equipment Management Guide for a more detailed study of the AF Form 2005.

2970 PRINT  
2980 PRINT  
2990 PRINT  
3000 PRINT  
3010 PRINT  
3020 INPUT"

Press <ENTER>","P

3030 CLS  
3040 PRINT  
3050 PRINT  
3060 COLOR 14,1  
3070 PRINT"  
3080 COLOR 15,1

\*\*\* EXERCISE \*\*\*

3090 PRINT  
3100 PRINT"

Let's review.

3110 PRINT  
3120 PRINT"  
3130 PRINT"  
3140 PRINT

The AF Form 2005 is required to be submitted in \_\_\_\_\_ copies.

3150 PRINT"  
3160 PRINT"  
3170 PRINT"  
3180 PRINT"  
3190 PRINT

- a. 6
- b. 3
- c. 5
- d. 4

3200 INPUT"

Make selection and press <ENTER>","A\$

3210 IF A\$ = "C" THEN 3300  
3220 IF A\$ = "c" THEN 3300  
3230 IF A\$ = "A" THEN 3350  
3240 IF A\$ = "a" THEN 3350  
3250 IF A\$ = "B" THEN 3350  
3260 IF A\$ = "b" THEN 3350  
3270 IF A\$ = "D" THEN 3350  
3280 IF A\$ = "d" THEN 3350

```

3290 GOTO 3410
3300 PRINT
3310 PRINT
3320 PRINT
3330 PRINT"      Correct "F$".
3340 GOTO 3450
3350 PRINT
3360 PRINT
3370 PRINT
3380 PRINT"      The answer "A$", is incorrect.  5 copies are needed.
3390 PRINT"
3400 GOTO 3450
3410 PRINT
3420 PRINT
3430 PRINT
3440 PRINT"      ("A$") is not a choice.  5 copies are needed.
3450 PRINT
3460 PRINT
3470 PRINT
3480 PRINT
3490 INPUT"                        Press <ENTER>",P
3500 CLS
3510 PRINT
3520 COLOR 14,1
3530 PRINT"                ***** TRANSFER OF PROPERTY *****
3540 COLOR 15,1
3550 PRINT
3560 PRINT"      The custodian MUST NOT move or transfer any item listed
3570 PRINT"      on his/her CA/CRL to another custodian until the Equipment
3580 PRINT"      Management Unit (EMU) in Supply has approved the action.
3590 PRINT"      Both the gaining and losing custodians must prepare and
3600 PRINT"      submit the appropriate paperwork requesting transfer of
3610 PRINT"      equipment. Transaction identification code 'FET' will be
3620 PRINT"      input by Base Supply if the transfer is approved.
3630 PRINT
3640 PRINT
3650 PRINT
3660 PRINT
3670 PRINT
3680 PRINT
3690 PRINT
3700 PRINT
3710 PRINT
3720 PRINT
3730 PRINT
3740 PRINT
3750 PRINT
3760 INPUT"                        Press <ENTER>",P
3770 CLS
3780 PRINT
3790 PRINT
3800 COLOR 14,1

```

```

3810 PRINT"
3820 COLOR 15,1
3830 PRINT
3840 PRINT"          Let's review.
3850 PRINT
3860 PRINT"          Who must approve the transfer of equipment before it is
3870 PRINT"          moved?
3880 PRINT"
3890 PRINT"          a. EMU
3900 PRINT"          b. COS
3910 PRINT"          c. Stock Control
3920 PRINT"          d. Custodians
3930 PRINT
3940 INPUT"          Make selection and press <ENTER>",&A$
3950 IF A$ ="A" THEN 4040
3960 IF A$ = "a" THEN 4040
3970 IF A$="B" THEN 4090
3980 IF A$="b" THEN 4090
3990 IF A$="C" THEN 4090
4000 IF A$="c" THEN 4090
4010 IF A$= "D" THEN 4090
4020 IF A$="d" THEN 4090
4030 GOTO 4150
4040 PRINT
4050 PRINT
4060 PRINT
4070 PRINT"          EMU is correct.
4080 GOTO 4190
4090 PRINT
4100 PRINT
4110 PRINT
4120 PRINT"          Incorrect. The correct answer is EMU (Equipment
4130 PRINT"          Management Unit).
4140 GOTO 4190
4150 PRINT
4160 PRINT
4170 PRINT
4180 PRINT"          ("&A$") is not a choice. EMU is correct.
4190 PRINT
4200 PRINT
4210 PRINT
4220 PRINT
4230 INPUT"          Press <ENTER>",&P
4240 CLS
4250 PRINT
4260 COLOR 14,1
4270 PRINT"          ***** INVENTORY OF ACCOUNTS ***** "
4280 COLOR 15,1
4290 PRINT
4300 PRINT"          Inventory of equipment accounts is made by Supply.
4310 PRINT"          personnel ONLY on written request by the organizational
4320 PRINT"          commander or staff agency director.

```

```

4330 PRINT
4340 PRINT"
4350 PRINT"
4355 PRINT"
4360 PRINT"
4370 PRINT"
4380 PRINT
4390 PRINT"
4400 PRINT"
4410 PRINT"
4420 PRINT
4430 PRINT
4440 PRINT
4450 PRINT
4470 PRINT
4480 PRINT
4490 PRINT
4500 INPUT"
4510 CLS
4520 PRINT
4530 PRINT
4540 COLOR 14,1
4550 PRINT"
4560 COLOR 15,1
4570 PRINT
4580 PRINT"
4590 PRINT
4600 PRINT"
4610 PRINT"
4620 PRINT
4630 PRINT"
4640 PRINT"
4650 PRINT"
4660 PRINT"
4670 PRINT
4680 INPUT"
4690 IF A$ = "B" THEN 4780
4700 IF A$ = "b" THEN 4780
4710 IF A$="a" THEN 4830
4720 IF A$="a" THEN 4830
4730 IF A$="C" THEN 4830
4740 IF A$="c" THEN 4830
4750 IF A$="D" THEN 4830
4760 IF A$="d" THEN 4830
4770 GOTO 4880
4780 PRINT
4790 PRINT
4800 PRINT
4810 PRINT"
4820 GOTO 4920
4830 PRINT
4840 PRINT

```

Inventory of equipment accounts is a custodian's responsibility and must be accomplished:

1. At least ANNUALLY, upon receipt of a CA/CRL.
2. Upon change of the primary custodian.

Upon change of the primary custodian, the inventory will be performed jointly by the new custodian and the old custodian.

Press <ENTER>","P

\*\*\* EXERCISE \*\*\*

Let's review.

Who has the responsibility of accomplishing inventories on equipment accounts?

- a. Commanders
- b. Custodians
- c. Directors
- d. Supervisors

Make selection and press <ENTER>","A\$

Correct, "F\$".

```

4850 PRINT
4860 PRINT"      ("A$") is incorrect "F$". The correct answer is Custodians.
4870 GOTO 4920
4880 PRINT
4890 PRINT
4900 PRINT
4910 PRINT"      ("A$") is not a choice. The correct answer is Custodians.
4920 PRINT
4930 PRINT
4940 PRINT
4950 PRINT
4960 INPUT"                                Press <ENTER>",P
4970 CLS
4980 PRINT
4990 COLOR 14,1
5000 PRINT"                        ***** FURNITURE MANAGEMENT *****
5010 COLOR 15,1
5020 PRINT
5030 PRINT"
5040 PRINT"
5050 PRINT"
5060 PRINT"
5070 PRINT"
5080 PRINT
5090 PRINT"
5100 PRINT"
5110 PRINT"
5120 PRINT
5130 PRINT"
5140 PRINT"
5150 PRINT"
5160 PRINT"
5170 PRINT
5180 PRINT
5190 PRINT
5200 PRINT
5210 PRINT
5220 PRINT
5230 INPUT"                                Press <ENTER>",P
5240 CLS
5250 PRINT
5260 PRINT
5270 COLOR 14,1
5280 PRINT"
5290 COLOR 15,1
5300 PRINT
5310 PRINT"
5320 PRINT
5330 PRINT"
5340 PRINT
5350 PRINT"
5360 PRINT"

```

Organization commanders are responsible for making the determination when office furniture will be replaced in lieu of repaired/rehabilitated. Request for replacement of furniture will be submitted on an AF Form 2005 or by letter to 2750th LS/DMSME.

Two different certifications are required depending on the nature of the request. The two (2) types are request for replacement and request for initial issue.

NOTE: The authority to sign these certifications cannot be delegated.

NOTE: The EMU WILL NOT process the request if the statement or commander signature is missing.

Let's review.

What AF Form will be used to request office furniture?

a. AF Form 27  
b. AF Form 901

```

5370 PRINT"                c.  AF Form 2005
5380 PRINT"                d.  AF Form 601
5390 PRINT
5400 INPUT"                Make selection and press <ENTER>","A$
5410 IF A$ ="C" THEN 5500
5420 IF A$ ="c" THEN 5500
5430 IF A$ ="A" THEN 5550
5440 IF A$ ="a" THEN 5550
5450 IF A$ ="B" THEN 5550
5460 IF A$ ="b" THEN 5550
5470 IF A$ ="D" THEN 5550
5480 IF A$ ="d" THEN 5550
5490 GOTO 5610
5500 PRINT
5510 PRINT
5520 PRINT
5530 PRINT"                Correct.
5540 GOTO 5650
5550 PRINT
5560 PRINT
5570 PRINT
5580 PRINT"                "A$" is incorrect. The correct answer is
5590 PRINT"                AF Form 2005.
5600 GOTO 5650
5610 PRINT
5620 PRINT
5630 PRINT
5640 PRINT"                ("A$") is not a choice.  AF Form 2005 is correct.
5650 PRINT
5660 PRINT
5670 PRINT
5680 PRINT
5690 PRINT
5700 INPUT"                Press <ENTER>","P
5710 CLS
5720 PRINT
5730 COLOR 14,1
5735 PRINT"                ***** CUSTODIAN DOCUMENTS & FORMS *****
5740 PRINT"                ***** SUMMARY ***** "
5750 COLOR 15,1
5760 PRINT
5770 PRINT"
5780 PRINT"                In this lesson, we have reviewed the different documents
5790 PRINT"                and forms used by the custodian to order equipment.
5800 PRINT"                Allowance documents, TA's, and the MEMI are used by the
5810 PRINT"                custodian for authorization and ordering equipment.  We have
5820 PRINT"                reviewed the requirements necessary to fill out AF Forms 601
5830 PRINT"                and 2005.  The lesson also reviewed the responsibilities
5840 PRINT"                of transferring equipment from one custodian to another,
5850 PRINT"                the inventory responsibilities of the custodian, and the
5860 PRINT"                overall management of furniture under your equipment
5870 PRINT"                account.

```

```

5880 PRINT"
5890 PRINT"
5900 IF BLK4=1 THEN 5920
5910 GOTO 5980
5920 PRINT
5930 PRINT
5940 PRINT
5950 INPUT"                                Press <ENTER>","P
5960 CLS
5970 CHAIN "FS"
5980 PRINT"
5985 PRINT
5990 PRINT
5995 PRINT
6000 PRINT"                                Make selection and press <ENTER>"
6005 PRINT
6010 INPUT"    <R> Review this lesson    <M> Main Menu    <C> Continue on ",D$
6020 CLS
6030 IF D$ = "R" THEN 10
6040 IF D$ = "r" THEN 10
6050 IF D$ = "M" THEN CHAIN "MM"
6060 IF D$ = "m" THEN CHAIN "MM"
6070 IF D$ = "C" THEN CHAIN "CF"
6080 IF D$ = "c" THEN CHAIN "CF"
6090 GOTO 5710
-----
10 COMMON F$, L$,C1,C2,C3,C4,C5,I1,I2,I3,I4,I5,BLK5,S,J$,N$,R$,P$,C$,E$
20 COMMON BLK1, BLK2, BLK3, BLK4, BLK6
30 REM          THIS PROGRAM IS CF.BAS CUSTODIAL FILES
40 COLOR 15,1
50 CLS
60 KEY OFF
70 PRINT"
80 PRINT"
90 COLOR 14,1
99 PRINT"                                ***** CUSTODIAL FILES *****
100 PRINT"                                ***** OBJECTIVE *****
110 COLOR 15,1
120 PRINT"
130 PRINT"
140 PRINT"                                The main purpose of this lesson is to familiarize the
150 PRINT"                                custodian with the record keeping that is involved with the
160 PRINT"                                Equipment Custodian File. This file consists of six tabs or
170 PRINT"                                sections which will be examined by the custodian.
180 PRINT"
190 PRINT"
200 PRINT"
210 PRINT"
220 PRINT"
250 PRINT"
260 PRINT"
270 PRINT"

```

280 PRINT"

285 PRINT

290 PRINT"

295 PRINT

300 PRINT

310 INPUT"

Press <ENTER>","P

320 CLS

330 PRINT"

340 COLOR 14,1

350 PRINT"

\*\*\*\*\* CUSTODIAL FILES \*\*\*\*\*

360 COLOR 15,1

370 PRINT"

380 PRINT"

390 PRINT"

The equipment custodial file contains six (6) sections, also known as Tabs A thru F. The following are the breakdowns of the Tabs.

400 PRINT"

410 PRINT"

420 PRINT"

430 PRINT"

1. Tab A - Current Actions

440 PRINT"

2. Tab B - Information File

450 PRINT"

3. Tab C - Suspense and Completed File

460 PRINT"

4. Tab D - Adjustment Documents

470 PRINT"

5. Tab E - Register of Control Numbers

480 PRINT"

6. Tab F - Regulations, TA's, and Certificates

490 PRINT"

500 PRINT"

510 PRINT"

520 PRINT"

530 PRINT"

540 PRINT"

550 PRINT"

555 PRINT

560 PRINT

570 INPUT"

Press <ENTER>","P

580 CLS

590 PRINT"

600 COLOR 14,1

610 PRINT"

\*\*\* TAB A-CURRENT ACTIONS \*\*\*

620 COLOR 15,1

630 PRINT"

640 PRINT"

The following items will be found under Tab A (Current Actions).

650 PRINT"

660 PRINT"

670 PRINT"

1. Custodian Authorization/Custody Receipt Listing (CA/CRL)

680 PRINT"

2. List of serialized weapons

690 PRINT"

3. Configuration Data or Resume List

700 PRINT"

710 PRINT"

720 PRINT"

The CA/CRL serves as a custody receipt signed by the custodian and readily identifies authorized and un-hand quantities within specific organizations and shops.

730 PRINT"

740 PRINT"

750 PRINT"

760 PRINT"

The CA/CRL listing comes in two (2) copies and will be



```

770 PRINT"
780 PRINT"
790 PRINT"
800 PRINT"
810 PRINT"
820 PRINT
825 PRINT
830 INPUT"
840 CLS
850 PRINT"
860 COLOR 14,1
870 PRINT"
880 COLOR 15,1
890 PRINT"
900 PRINT"
910 PRINT"
920 PRINT"
930 PRINT"
940 PRINT"
950 PRINT"
960 PRINT"
970 PRINT"
980 PRINT"
990 PRINT"
1000 PRINT"
1010 PRINT"
1020 PRINT"
1030 PRINT"
1040 PRINT"
1050 PRINT"
1060 PRINT"
1065 PRINT
1070 PRINT"
1080 PRINT
1090 INPUT"
1100 CLS
1110 PRINT"
1120 PRINT"
1130 COLOR 14,1
1140 PRINT"
1150 COLOR 15,1
1160 PRINT"
1170 PRINT"
1180 PRINT"
1190 PRINT"
1200 PRINT"
1210 PRINT"
1220 PRINT"
1230 PRINT"
1240 PRINT"
1250 INPUT"
1260 IF A$ = "a" THEN 1310

```

provided:

1. Annually
2. Upon request
3. Upon change of the primary custodian

Press <ENTER>","P

\*\*\* TAB A \*\*\*

Custodians will use the CA/CRL to inventory their accounts. Custodians are also responsible for keeping the CA/CRL up to date until receipt of a new listing.

Press <ENTER>","P

\*\*\* EXERCISE \*\*\*

Let's review.

Listings will be provided in two (2) copies annually, upon request or upon change of the primary custodian.

- a. TRUE
- b. FALSE

Make selection and press <ENTER>","A\$

```

1270 IF A$ = "A" THEN 1310
1280 IF A$="B" THEN 1350
1290 IF A$="b" THEN 1350
1300 GOTO 1390
1310 PRINT"
1320 PRINT
1330 PRINT"          Correct.
1340 GOTO 1420
1350 PRINT
1360 PRINT
1370 PRINT"          Incorrect. The correct answer is TRUE.
1380 GOTO 1420
1390 PRINT"
1400 PRINT"
1410 PRINT"          ("A$") is not a choice. TRUE is correct.
1420 PRINT"
1430 PRINT
1440 PRINT
1450 PRINT
1460 PRINT
1465 PRINT
1470 PRINT
1480 INPUT"          Press <ENTER>",P
1490 CLS
1500 PRINT"
1510 COLOR 14,1
1520 PRINT"          ***** TAB B-INFORMATION FILE *****
1530 COLOR 15,1
1540 PRINT"
1550 PRINT"          The following items will be filed under Tab B of the
1560 PRINT"          custodian file.
1570 PRINT"
1580 PRINT"          1. List of all office machines, and office and
1590 PRINT"          quarters appliance historical records.
1600 PRINT"          2. AF Form 1297, Temporary Issue Receipt
1610 PRINT"          3. AF Form 9, Request for Purchase
1620 PRINT"          4. Warranty and Guarantee Documents
1630 PRINT"
1640 PRINT"          More detailed information on the above items can be
1650 PRINT"          found on pages 52-57 of the Equipment Management Guide.
1660 PRINT"
1670 PRINT"
1680 PRINT"
1690 PRINT"
1700 PRINT"
1710 PRINT"
1715 PRINT
1720 PRINT"
1730 PRINT"
1740 INPUT"          Press <ENTER>",P
1750 CLS
1760 PRINT"

```

1770 COLOR 14,1  
1780 PRINT"  
1790 COLOR 15,1  
1800 PRINT"  
1810 PRINT"  
1820 PRINT"  
1830 PRINT"  
1840 PRINT"  
1850 PRINT"  
1860 PRINT"  
1870 PRINT"  
1880 COLOR 14,1  
1890 PRINT"  
1900 COLOR 15,1  
1910 PRINT"  
1920 PRINT"  
1930 PRINT"  
1940 PRINT"  
1950 PRINT"  
1960 PRINT"  
1970 PRINT"  
1980 PRINT"  
1990 PRINT"  
2000 PRINT"  
2010 PRINT  
2015 PRINT  
2020 INPUT"  
2030 CLS  
2040 PRINT"  
2050 COLOR 14,1  
2060 PRINT"  
2070 PRINT"  
2080 PRINT"  
2090 COLOR 15,1  
2100 PRINT"  
2110 PRINT"  
2120 PRINT"  
2130 PRINT"  
2140 PRINT"  
2150 PRINT"  
2160 PRINT"  
2170 PRINT"  
2180 PRINT"  
2210 PRINT"  
2220 PRINT"  
2230 PRINT"  
2240 PRINT"  
2250 PRINT"  
2260 PRINT"  
2270 PRINT  
2275 PRINT  
2280 INPUT"

\*\*\*\*\* TAB C-SUSPENSE AND COMPLETED FILE \*\*\*\*\*

The following files can be found under Tab C.

1. Suspense file which consists of AF Forms 601 and 2005.
2. Completed file which consists of AF Forms 601 and 2005, DD Form 1348-1, and others.

\*\*\* SUSPENSE FILE \*\*\*

A copy of each equipment request which the custodian prepares and submits to Base Supply is kept and placed in the SUSPENSE FILE section of the custodian's equipment records (TAB C). This copy remains in the suspense file until supply has acted on the request. The file is kept in custodian request number sequence. When the paperwork is returned from supply, the suspense copy is removed and destroyed.

Press <ENTER> ",P

\*\*\*\*\* TAB C \*\*\*\*\*

\*\*\* COMPLETED FILE \*\*\*

This file holds all transaction documents that affect the CA/CRL which have not appeared on the machine-run CA/CRL. These transactions should be handscripted on the CA/CRL. The completed paperwork is kept in custodian request number sequence.

When a new CA/CRL is received and shows an item as DUE-OUT, paperwork in file related to those items are retained in the completed file until the items are actually received by the custodian and the transaction is reflected on the Daily Document Register (DD4). Items on the new CA/CRL that show the transaction has been completed will be removed from the completed file and destroyed.

Press <ENTER> ",P

```

2290 CLS
2300 PRINT"
2310 PRINT"
2320 COLOR 14,1
2330 PRINT"
2340 COLOR 15,1
2350 PRINT"
2360 PRINT"
2370 PRINT"
2380 PRINT"
2390 PRINT"
2400 PRINT"
2410 PRINT"
2420 PRINT"
2430 PRINT"
2440 INPUT"
2450 IF A$ = "a" THEN 2500
2460 IF A$ = "A" THEN 2500
2470 IF A$="B" THEN 2540
2480 IF A$="b" THEN 2540
2490 GOTO 2590
2500 PRINT"
2510 PRINT"
2520 PRINT"
2530 GOTO 2620
2540 PRINT
2550 PRINT"
2560 PRINT"
2570 PRINT"
2580 GOTO 2620
2590 PRINT"
2600 PRINT"
2610 PRINT"
2620 PRINT
2630 PRINT
2640 PRINT
2650 PRINT
2660 PRINT
2670 PRINT
2675 PRINT
2680 INPUT"
2690 CLS
2700 PRINT"
2710 COLOR 14,1
2720 PRINT"
2730 COLOR 15,1
2740 PRINT"
2750 PRINT"
2760 PRINT"
2770 PRINT"
2780 PRINT"
2790 COLOR 14,1

```

\*\*\* EXERCISE \*\*\*

Let's review suspense and completed files.

The Suspense and Completed files will contain AF Forms 601  
and 2005, DD Form 1348-1, and others.

a. TRUE  
b. FALSE

Make selection and press <ENTER>","A\$

Correct, "F\$".

The correct answer is TRUE. All of the above forms can be  
found in TAB C (Suspense and Completed files).

("A\$") is not a choice. TRUE is the correct answer.

Press <ENTER>","P

\*\*\*\*\* TAB D-ADJUSTMENT DOCUMENTS \*\*\*\*\*

This tab contains any documentation which indicates  
inventory action. EXAMPLES are Statement of Charges, Cash  
Collection Vouchers, and Reports of Surveys.

```

2800 PRINT"
2810 COLOR 15,1
2820 PRINT"
2830 PRINT"
2840 PRINT"
2850 PRINT"
2860 PRINT"
2870 PRINT"
2880 PRINT"
2890 PRINT"
2900 PRINT"
2910 PRINT"
2920 PRINT"
2930 PRINT"
2940 PRINT"
2950 PRINT"
2955 PRINT
2960 INPUT"
2970 CLS
2980 PRINT"
2990 PRINT"
3000 COLOR 14,1
3010 PRINT"
3020 COLOR 15,1
3030 PRINT"
3040 PRINT"
3050 PRINT"
3060 PRINT"
3070 PRINT"
3080 PRINT"
3090 PRINT"
3100 PRINT"
3110 PRINT"
3120 PRINT"
3130 PRINT"
3140 INPUT"
3150 IF A$ = "a" THEN 3240
3160 IF A$ = "A" THEN 3240
3170 IF A$ = "b" THEN 3290
3180 IF A$ = "B" THEN 3290
3190 IF A$ = "C" THEN 3290
3200 IF A$ = "c" THEN 3290
3210 IF A$ = "D" THEN 3290
3220 IF A$ = "d" THEN 3290
3230 GOTO 3330
3240 PRINT"
3250 PRINT
3260 PRINT"
3270 GOTO 3360
3280 PRINT
3290 PRINT
3300 PRINT"

```

\*\*\* REPORTS OF SURVEYS \*\*\*

Reports of Survey (AF Form 198) are used by the Air Force to assess financial liability when accountable property is lost, damaged, or destroyed. It provides relief from financial liability when there is no evidence of negligence, willful misconduct, or deliberate unauthorized use. It also prescribes corrective action to prevent recurrence of loss, damage, or destruction of Air Force property.

The report of survey is to be completed within 30 days of the incident and mailed to 2750th ABW/ACA. AFR 177-111 covers reports of surveys and how to complete AF Form 198.

Press <ENTER>","P

\*\*\* EXERCISE \*\*\*

Let's review TAB D.

What is used by the Air Force to assess financial liability when accountable property is lost, damaged, or destroyed.

- a. Reports of Surveys
- b. Cash Vouchers
- c. Reports of Charges
- d. Custodial Surveys

Make selection and press <ENTER>","A\$

Reports of Surveys is correct.

3310 PRINT" Incorrect. The correct answer is Reports of Surveys.  
3320 GOTO 3360  
3330 PRINT  
3340 PRINT  
3350 PRINT" ("A\$") is not one of the choices. The correct answer is A.  
3360 PRINT"  
3370 PRINT"  
3380 PRINT"  
3390 PRINT  
3395 PRINT  
3400 INPUT" Press <ENTER>","P  
3410 CLS  
3420 PRINT"  
3430 COLOR 14,1  
3440 PRINT" \*\*\*\*\* TAB E-REGISTER OF CONTROL NUMBERS \*\*\*\*\*  
3450 COLOR 15,1  
3460 PRINT"  
3470 PRINT" Tab E will contain the following elements:  
3480 PRINT"  
3490 PRINT" 1. AF Form 126, Custodian Request Log (see pg. 63 of  
3500 PRINT" Equipment Management Guide)  
3510 PRINT" 2. Daily Document Register (D04) or memo showing  
3520 PRINT" location.  
3530 PRINT"  
3540 PRINT" All custodians must keep a record of all equipment  
3550 PRINT" requests they submit to supply. AF Form 126 WILL be used  
3560 PRINT" for this purpose. The log will start with 0001 and record  
3570 PRINT" calendar year (1 Jan - 31 Dec) transactions.  
3580 PRINT"  
3590 PRINT"  
3600 PRINT"  
3610 PRINT"  
3620 PRINT"  
3630 PRINT"  
3640 PRINT"  
3650 PRINT"  
3655 PRINT  
3660 INPUT" Press <ENTER>","P  
3670 CLS  
3680 PRINT"  
3690 PRINT"  
3700 COLOR 14,1  
3710 PRINT" \*\*\* EXERCISE \*\*\*  
3720 COLOR 15,1  
3730 PRINT"  
3740 PRINT" Let's review.  
3750 PRINT"  
3760 PRINT" What form is used by custodians to record all equipment  
3770 PRINT" request they submit to supply?  
3780 PRINT"  
3790 PRINT" a. AF Form 601  
3800 PRINT" b. DD Form 1348-6

```

3810 PRINT"          c. AF Form 126
3820 PRINT"          d. AF Form 67-1
3830 PRINT"
3840 INPUT"          Make selection and press <ENTER>","A$
3850 IF A$ = "C" THEN 3950
3860 IF A$ ="c" THEN 3950
3870 IF A$= "A" THEN 3980
3880 IF A$="a" THEN 3980
3890 IF A$ ="B" THEN 3980
3900 IF A$="b" THEN 3980
3910 IF A$="D" THEN 3980
3920 IF A$="d" THEN 3980
3930 GOTO 4020
3940 PRINT"
3950 PRINT
3960 PRINT"          Correct, "F$".
3970 GOTO 4050
3980 PRINT"
3990 PRINT
4000 PRINT"          Incorrect. The correct answer is AF Form 126.
4010 GOTO 4050
4020 PRINT"
4030 PRINT
4040 PRINT"          The answer ("A$") is not a choice. C is the correct answer.
4050 PRINT
4060 PRINT
4070 PRINT
4080 PRINT
4090 PRINT
4100 INPUT"          Press <ENTER>","P
4110 CLS
4120 PRINT"
4130 COLOR 14,1
4140 PRINT"          ***** TAB F-REGULATIONS, TA's, AND CERTIFICATES *****
4150 COLOR 15,1
4160 PRINT"
4170 PRINT"          This tab contains the following:
4180 PRINT"
4190 PRINT"          1. A copy of AFR 67-23, Base Supply Customer's Guide.
4200 PRINT"          2. TA's applicable to the account or memo showing
4210 PRINT"             location.
4220 PRINT"          3. Current custodian designation letters.
4230 PRINT"          4. AF Form 2426, Training Request and
4240 PRINT"             Completion Notification (or other certificate
4250 PRINT"             of training) for BOTH PRIMARY AND ALTERNATE
4260 PRINT"             CUSTODIANS.
4270 PRINT"
4280 PRINT"
4290 PRINT"
4300 PRINT"
4310 PRINT"
4320 PRINT"

```

4330 PRINT"

4340 PRINT"

4350 PRINT

4355 PRINT

4360 INPUT"

Press <ENTER>","P

4370 CLS

4380 PRINT"

4390 COLOR 14,1

4399 PRINT"

4400 PRINT"

\*\*\*\*\* CUSTODIAL FILES \*\*\*\*\*

\*\*\*\*\* SUMMARY \*\*\*\*\*

4410 COLOR 15,1

4420 PRINT"

4430 PRINT"

This lesson has covered the Equipment Custodian File.  
The file consist of the following six (6) sections.

4440 PRINT"

1. TAB A - CURRENT ACTIONS

4450 PRINT"

2. TAB B - INFORMATION FILE

4460 PRINT"

3. TAB C - SUSPENSE AND COMPLETED FILE

4470 PRINT"

4. TAB D - ADJUSTMENT DOCUMENTS

4480 PRINT"

5. TAB E - REGISTER OF CONTROL NUMBERS

4490 PRINT"

6. TAB F - REGULATIONS, TA's, AND CERTIFICATES

4500 PRINT"

4510 PRINT"

The custodian file is considered the backbone of AFEMS.  
If the custodian's files are not kept up to date and in  
order, the whole process of maintaining and accounting for  
equipment can be lost.

4520 PRINT"

4530 PRINT"

4540 PRINT"

4550 PRINT"

4560 PRINT

4570 PRINT

4580 IF BLK5=1 THEN 4600

4590 GOTO 4670

4600 PRINT

4610 PRINT

4620 PRINT

4630 PRINT

4640 INPUT"

Press <ENTER>","P

4650 CLS

4650 CHAIN "FS"

4670 PRINT

4680 PRINT

4700 PRINT"

Make selection and press <ENTER>"

4705 PRINT

4710 INPUT"

<R> Review this lesson   <M> Main Menu   <C> Continue",D\$

4720 CLS

4730 IF D\$= "R" THEN 10

4740 IF D\$="r" THEN 10

4750 IF D\$= "M" THEN CHAIN "MM"

4760 IF D\$="m" THEN CHAIN"MM"

4770 IF D\$= "C" THEN CHAIN "TD"

4780 IF D\$= "c" THEN CHAIN "TD"

4790 GOTO 4370

-----  
10 COMMON F\$, L\$,C1,C2,C3,C4,C5,C6,I1,I2,I3,I4,I5,I6, BLK6,S,J\$,N\$,R\$,P\$,C\$

12 COMMON BLK1, BLK2, BLK3,BLK4, BLK5,E\$



15 REM THIS PROGRAM IS TD.BAS TERMS AND DEFINITIONS

20 COLOR 15,1

30 CLS

40 PRINT"

50 COLOR 14,1

55 PRINT"

60 PRINT"

70 COLOR 15,1

80 PRINT"

90 PRINT"

100 PRINT"

110 PRINT"

120 PRINT"

130 PRINT"

140 PRINT"

150 PRINT"

160 PRINT"

170 PRINT"

180 PRINT"

190 PRINT"

200 PRINT"

210 PRINT"

220 PRINT"

230 PRINT"

240 PRINT"

255 PRINT

260 PRINT

265 PRINT

270 INPUT"

280 CLS

300 COLOR 14,1

305 PRINT"

310 PRINT"

315 COLOR 15,1

320 PRINT

330 PRINT

340 PRINT"

350 PRINT"

360 PRINT"

370 PRINT"

380 PRINT"

390 PRINT"

400 PRINT"

410 PRINT"

420 PRINT"

430 PRINT"

440 PRINT"

450 PRINT"

460 PRINT"

470 PRINT"

480 PRINT"

490 PRINT"

\*\*\*\*\* LESSON \*\*\*\*\*

\*\*\*\*\* TERMS AND DEFINITIONS \*\*\*\*\*

The following terms and definitions are commonly used in Base Supply and in the Air Force Equipment Management System.

CEMO - Command Equipment Management Office. The Major Commands or a separate agency responsible for management of the Equipment Program within the Command.

CEMT - Command Equipment Management Team. A traveling team of Equipment Specialists operating under the jurisdiction of CEMO.

ORGANIZATIONAL EQUIPMENT - All items of equipment authorized to, or on hand, in an organization or on Base.

Press <ENTER>","P

\*\*\*\*\* LESSON \*\*\*\*\*

\*\*\*\*\* TERMS AND DEFINITIONS \*\*\*\*\*

IN-USE EQUIPMENT - Equipment that is possessed by an activity or organization and that is accounted for on Equipment Authorization Inventory Data (EAID) records.

DUE-IN - The quantity of unsupplied items on requests submitted by supply to higher supply echelons such as a depot.

DUE-OUT - An obligation assumed by supply to issue at a later date, a requested item which was not immediately available, but one for which a source of supply has been established.

ERRC DESIGNATOR - Expendability, Recoverability, Repairability, Cost Designator - a 3 digit code used to identify and classify Air Force items of supply into various

```

500 PRINT" categories for management purposes.
510 PRINT"
515 PRINT"
550 INPUT" Press <ENTER>","P
560 CLS
580 COLOR 14,1
585 PRINT"
590 PRINT"
600 COLOR 15,1
610 PRINT"
620 PRINT"
630 PRINT" ISU - Issue - Release of property at time of request.
640 PRINT"
650 PRINT" SBSS - Standard Base Supply System - Automated Inventory
660 PRINT" Accounting System.
670 PRINT"
680 PRINT" TRIC - Transaction Identification Code - a means of
690 PRINT" identifying a given INTERNAL transaction within the SBSS.
700 PRINT" Examples of TRICs are:
710 PRINT" 1. ISU - Issue
720 PRINT" 2. TIN - Turn in
730 PRINT" 3. DOR - Due-Out Release
740 PRINT" 4. FEI - Transfer of Equipment
750 PRINT" 5. FME - Terminates EAid Accountability
760 PRINT"
770 PRINT" More Supply terminology can be found on pages 65-75 of
780 PRINT" the Equipment Management Guide.
790 PRINT"
795 PRINT"
799 PRINT"
800 INPUT" Press <ENTER>","P
810 CLS
830 PRINT"
840 COLOR 14,1
844 PRINT"
845 PRINT"
850 PRINT"
860 COLOR 15,1
870 PRINT"
880 PRINT"
890 PRINT"
900 PRINT" This lesson has reviewed some of the important terms
910 PRINT" and definitions used in Base Supply today. To receive a
920 PRINT" better understanding of Base Supply and Equipment Management,
930 PRINT" see pages 65 through 75 of the Equipment Management Guide.
940 PRINT"
950 PRINT"
960 PRINT"
970 PRINT"
980 PRINT"
1000 PRINT"
1010 PRINT"

```

```

1020 PRINT"
1021 IF BLK6=1 THEN 1023
1022 GOTO 1040
1023 PRINT
1024 PRINT
1025 INPUT"                                Press <ENTER>","P
1030 CLS
1036 CHAIN "f5"
1040 PRINT"
1045 PRINT
1050 PRINT"                                Make Selection and press <ENTER>"
1055 PRINT
1060 INPUT"          <R> Review this lesson <M> Main Menu <C> Continue ","D$
1070 CLS
1080 IF D$="R" THEN 10
1090 IF D$="r" THEN 10
1100 IF D$="M" THEN CHAIN "MM"
1110 IF D$="m" THEN CHAIN "MM"
1120 IF D$="C" THEN CHAIN "CC"
1130 IF D$="c" THEN CHAIN "CC"
1140 GOTO 810
-----
10 COMMON F$,L$,C1,C2,C3,C4,C5,C6,I1,I2,I3,I4,I5,I6,J$,S,N$,R$,P$,C$,E$
20 REM          THIS PROGRAM IS CC.BAS COURSE COMPLETION
30 COLOR 15,1
40 CLS
50 KEY OFF
60 PRINT"
70 PRINT"
80 COLOR 14,1
90 PRINT"                                ***** COURSE COMPLETION *****
100 COLOR 15,1
110 PRINT
120 PRINT"
130 PRINT"          You have completed the text portion of the Equipment
140 PRINT"          Custodian Management Course. At this time you may return to
150 PRINT"          the main menu and quit the program and take the test at a
160 PRINT"          later date or you may continue on and complete the entire
165 PRINT"          course.
170 PRINT"          The test will consist of fifty multiple choice
180 PRINT"          questions and will be graded. A passing score is 70 or above.
190 PRINT"          All materials that you have can be used during the test.
200 PRINT"
210 PRINT"
230 PRINT"
240 PRINT"
245 PRINT
246 PRINT
250 PRINT"
260 PRINT"
270 PRINT"                                Make selection and press <ENTER>
280 INPUT"          <M> Main Menu          <C> Continue on          ","D$

```

```

290 CLS
300 IF D$="M" THEN CHAIN "MM"
310 IF D$="m" THEN CHAIN "MM"
320 IF D$="C" THEN CHAIN "TST"
330 IF D$="c" THEN CHAIN "TST"
340 GOTO 10

```

```

-----
5 REM      INTRO TO ECMC TEST  PROGRAM TST.BAS
10 COMMON F$, L$, C1,C2,C3,C4,C5,C6,I1,I2,I3,I4,I5,I6,J$,S,N$,T,R$,P$,C$,E$

```

```

20 COLOR 15,1
30 KEY OFF
40 CLS
50 PRINT
60 COLOR 14,1
70 PRINT"
80 PRINT"
90 COLOR 15,1

```

```

***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
*** TEST ***

```

```

110 PRINT
120 PRINT"
130 PRINT"
140 PRINT"
150 PRINT"
155 PRINT
160 PRINT"
170 PRINT"
180 PRINT"
190 PRINT"
191 PRINT"
192 PRINT
193 PRINT"
194 PRINT"
195 PRINT"
196 PRINT"
197 PRINT"
198 PRINT"
199 PRINT"
200 PRINT"

```

The Equipment Custodian Test that you are about to take will have fifty multiple choice questions. This test is a mandatory requirement for all primary and alternate custodians at Wright-Patterson AFB OH.

There are six sections to the test. You will have an option at the end of the test to review each lesson again only one time. Also, this review will allow you the option to re-answer the questions, but this will only be allowed once.

These fifty questions can be answered by using UPPER or lower case letters (A, B, C, or D or a, b, c, or d). If you make a mistake or change your mind before you press <ENTER>, you may BACKSPACE over your answer and retype the correct answer. Please take your time. The test is graded and will be filed in your training records or applicable records.

```

201 INPUT"
202 CLS

```

Press <ENTER>","P

```

203 PRINT"
204 COLOR 14,1
205 PRINT"
206 PRINT"
207 COLOR 15,1

```

```

***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
*** TEST ***

```

```

208 PRINT"
209 PRINT"
210 PRINT"
211 PRINT"
219 PRINT"
220 PRINT"
230 PRINT"
240 PRINT"

```

Now you will have the decision to quit at this time and test at a later date or to continue on. Quit by returning to the main menu. If you continue on, good luck with the test.

```

241 PRINT"                If this is your second chance at the test, you must
242 PRINT"                continue on with the total test.  You do not have the option
243 PRINT"                to return to the main menu.
244 PRINT"
245 PRINT"
246 IF T=1 THEN 248
247 GOTO 256
248 PRINT
249 PRINT
250 PRINT
251 CLS
253 CHAIN "tst1"
256 PRINT"
257 PRINT
260 PRINT
261 PRINT
265 PRINT
270 PRINT"                Make selection and press <ENTER>
275 PRINT
280 INPUT"                <M> Main Menu                <C> Continue on  ",D$
290 CLS
300 IF D$="M" THEN CHAIN "MM"
310 IF D$="m" THEN CHAIN "MM"
320 IF D$="C" THEN CHAIN "TST1"
330 IF D$="c" THEN CHAIN "TST1"
340 GOTO 202
-----
5 REM THIS PROGRAM IS TST1.BAS THE FIRST FIVE QUESTIONS OF TEST
10 COMMON F$, L$,J$,S,N$,C1,I1,PCT1,T,R$,P$,C$,E$
20 COLOR 15,1
30 KEY OFF
40 CLS
45 X=1
50 C1=0
60 I1=0
70 PRINT
80 COLOR 14,1
90 PRINT"                ***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
100 PRINT"                *** TEST ***
110 COLOR 15,1
120 PRINT"
130 PRINT"
140 PRINT"                1. _____ is used by organizations as a customer's guide
150 PRINT"                to the Standard Base Supply System.
160 PRINT"
170 PRINT"                a. AFM 67-1
180 PRINT"                b. AFR 20-14
190 PRINT"                c. AFR 67-23
200 PRINT"                d. AFP 170-1
210 PRINT"
211 INPUT"                Make selection and press <ENTER>",$
212 PRINT

```

```

213 PRINT
221 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 230 ELSE 222
222 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 230 ELSE 224
224 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
230 IF A$="C" THEN 260
240 IF A$= "c" THEN 260
250 GOTO 310
260 PRINT
290 PRINT"          Correct.":C1=C1+1
300 GOTO 350
310 PRINT"
340 PRINT"          Incorrect.":I1=I1+1
350 PRINT"
351 PRINT
352 PRINT
353 PRINT
360 INPUT"                                Press <ENTER>",$P
370 CLS
380 PRINT
390 PRINT
400 COLOR 14,1
410 PRINT"                                **** TEST ****
420 COLOR 15,1
430 PRINT
440 PRINT
450 PRINT"          2. The purpose of the Air Force Equipment Management
460 PRINT"          Systems (AFEMS) is to provide Air Force activities with:
470 PRINT"
480 PRINT"          a. Formats of equipment related transactions.
490 PRINT"          b. Guidelines for ordering equipment items.
500 PRINT"          c. A standard way of controlling and accounting for
510 PRINT"          equipment items.
520 PRINT"          d. National stock numbers and part numbers of
530 PRINT"          equipment items.
540 PRINT
541 INPUT"                                Make selection and press <ENTER>",$A$
542 PRINT
543 PRINT
551 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 560 ELSE 552
552 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 560 ELSE 554
554 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
560 IF A$="C" THEN 590
570 IF A$="c" THEN 590
580 GOTO 640
590 PRINT"
620 PRINT"          Correct.": C1=C1+1
630 GOTO 680
640 PRINT"
670 PRINT"          Incorrect.":I1=I1+1
680 PRINT
682 PRINT
690 INPUT"                                Press <ENTER>",$P

```

```

700 CLS
710 PRINT"
720 PRINT"
730 COLOR 14,1
740 PRINT"
750 COLOR 15,1
760 PRINT"
770 PRINT"
780 PRINT"
790 PRINT"
800 PRINT"
810 PRINT"
820 PRINT"
830 PRINT"
840 PRINT"
850 PRINT"
860 PRINT
865 INPUT"
866 PRINT
867 PRINT
871 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 880 ELSE 872
872 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 880 ELSE 874
874 INPUT"
880 IF A$="B" THEN 910
890 IF A$="b" THEN 910
900 GOTO 960
910 PRINT"
940 PRINT"
950 GOTO 1000
960 PRINT"
990 PRINT"
1000 PRINT"
1010 PRINT"
1015 PRINT
1030 INPUT"
1040 CLS
1050 PRINT
1060 PRINT"
1070 COLOR 14,1
1080 PRINT"
1090 COLOR 15,1
1100 PRINT"
1110 PRINT"
1120 PRINT"
1130 PRINT"
1140 PRINT"
1150 PRINT"
1160 PRINT"
1170 PRINT"
1180 PRINT"
1190 PRINT
1195 INPUT"

```

\*\*\*\* TEST \* ..\*

3. Pecuniary liability for any one report of survey will be:

- a. The current cost of a like replacement item.
- b. Limited to one months' base pay of the individual(s) concerned.
- c. The actual procurement cost of the lost item.
- d. 85 percent of the current replacement cost.

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C1=C1+1

Incorrect.":I1=I1+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

4. \_\_\_\_\_ states the policies regarding responsibilities for public property under the control of the Air Force.

- a. AFM 67-1
- b. AFR 20-14
- c. AFR 67-10
- d. None of the above

Make selection and press <ENTER>","A\$

```

1196 PRINT
1197 PRINT
1201 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1210 ELSE 1202
1202 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1210 ELSE 1204
1204 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
1210 IF A$="B" THEN 1240
1220 IF A$="b" THEN 1240
1230 GOTO 1290
1240 PRINT"
1270 PRINT"      Correct.":C1=C1+1
1280 GOTO 1330
1290 PRINT"
1320 PRINT"      Incorrect.":I1=I1+1
1330 PRINT"
1340 PRINT"
1360 PRINT"
1370 PRINT"
1380 INPUT"                        Press <ENTER>",P
1390 CLS
1400 PRINT"
1410 PRINT"
1420 COLOR 14,1
1430 PRINT"                ***** TEST *****
1440 COLOR 15,1
1450 PRINT"
1460 PRINT
1470 PRINT"      5. The intentional, wrongful, or improper use of government
1480 PRINT"      resources such as misuse of rank, position, or authority is:
1490 PRINT"
1500 PRINT"      a.  Fraud
1510 PRINT"      b.  Waste
1520 PRINT"      c.  Abuse
1530 PRINT"      d.  All of the above
1540 PRINT"
1541 INPUT"                        Make selection and press <ENTER>",A$
1542 PRINT
1543 PRINT
1551 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1560 ELSE 1552
1552 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1560 ELSE 1554
1554 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
1560 IF A$="C" THEN 1590
1570 IF A$="c" THEN 1590
1580 GOTO 1640
1590 PRINT"
1620 PRINT"      Correct.":C1=C1+1
1630 GOTO 1680
1640 PRINT"
1670 PRINT"      Incorrect.":I1=I1+1
1680 PRINT"
1700 PRINT"
1710 PRINT"
1711 PRINT

```



```

1720 INPUT"                                     Press <ENTER>","P
1730 CLS
1740 PRINT"
1750 PRINT"
1760 COLOR 14,1
1770 PRINT"                                     *** TEST REVIEW LESSON I ***
1780 COLOR 15,1
1790 PRINT"
1800 PRINT"                                     You have answered five (5) questions. The results
1810 PRINT"                                     are as follows:
1820 PRINT"
1830 PRINT"
1840 PCT1= (C1/5)*100
1850 PRINT"                                     Correct "C1"                               Incorrect "I1"  "
1851 PRINT
1870 PRINT"                                     Forty-five questions remain.
1880 PRINT"
1881 PRINT
1890 PRINT"                                     At the end of this test you will have an option to
1900 PRINT"                                     review course content and answer the questions for a second
1910 PRINT"                                     time. This review will only be allowed once.
1915 OPEN "TEMP.DAT" FOR APPEND AS #1
1917 WRITE#1,L$,X,C1, PCT1,E$, DATE$
1929 PRINT"
1930 PRINT"
1931 PRINT
1932 PRINT
1933 PRINT
1935 PRINT
1936 PRINT
1940 INPUT"                                     Press <ENTER>","P
1960 CLS
1990 CHAIN "tst2"

```

```

-----
5 REM THIS PROGRAM IS TST2.BAS QUESTIONS 5-15
10 COMMON F$, L$, C1, I1, PCT1, J$, S, N$,T,C2,I2,PCT2,R$,P$,C$,E$
20 COLOR 15,1
30 KEY OFF
35 X=2
40 C2=0
45 I2=0
50 CLS
60 PRINT
70 COLOR 14,1
80 PRINT"                                     ***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
90 PRINT"                                     *** TEST ***
100 COLOR 15,1
110 PRINT"
120 PRINT"
130 PRINT"
140 PRINT"                                     6. The _____ appoints primary and/or alternate
150 PRINT"                                     custodians.

```

```

160 PRINT"
170 PRINT"          a. Equipment Management Unit
180 PRINT"          b. Chief of Supply
190 PRINT"          c. Organization Commander
200 PRINT"          d. Unit Branch Chief
210 PRINT"
220 INPUT"          Make selection and press <ENTER>",$A$
221 PRINT
222 PRINT
223 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 230 ELSE 224
224 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 230 ELSE 226
226 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
230 IF A$="C" THEN 260
240 IF A$="c" THEN 260
250 GOTO 310
260 PRINT"
290 PRINT"          Correct." : C2=C2+1
300 GOTO 350
310 PRINT"
340 PRINT"          Incorrect." : I2=I2+1
350 PRINT"
370 PRINT
380 INPUT"          Press <ENTER>",$P
390 CLS
400 PRINT"
410 PRINT
420 COLOR 14,1
430 PRINT"          **** TEST ****
440 COLOR 15,1
450 PRINT
460 PRINT
470 PRINT"          7. Request for appointment or change of custodian (primary
480 PRINT"          and/or alternate) should be sent directly to the:
490 PRINT"
500 PRINT"          a. Chief of Supply
510 PRINT"          b. Supply Customer Service Unit
520 PRINT"          c. Equipment Management Unit
530 PRINT"          d. Headquarters Equipment Unit
540 PRINT"
550 INPUT"          Make selection and press <ENTER>",$A$
551 PRINT
552 PRINT
553 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 560 ELSE 554
554 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 560 ELSE 555
555 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
560 IF A$="C" THEN 590
570 IF A$="c" THEN 590
580 GOTO 640
590 PRINT"
620 PRINT"          Correct." : C2=C2+1
630 GOTO 680
640 PRINT"

```

```

670 PRINT"          Incorrect.":I2=I2+1
680 PRINT"
700 PRINT"
710 INPUT"          Press <ENTER>","P
720 CLS
730 PRINT"
740 PRINT"
750 COLOR 14,1
760 PRINT"          **** TEST ****
770 COLOR 15,1
780 PRINT"
790 PRINT"
800 PRINT"          8. A new custodian or alternate must be appointed when the
810 PRINT"          present custodian or alternate will be absent from duties
820 PRINT"          for more than:
830 PRINT"
840 PRINT"          a. 2 weeks
850 PRINT"          b. 45 work days
860 PRINT"          c. 60 calendar days
870 PRINT"          d. 45 calendar days
880 PRINT"
890 INPUT"          Make selection and press <ENTER>","A$
891 PRINT"
892 PRINT"
893 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 900 ELSE 994
894 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 900 ELSE 895
895 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
900 IF A$="D" THEN 930
910 IF A$="d" THEN 930
920 GOTO 980
930 PRINT"
960 PRINT"          Correct.":C2=C2+1
970 GOTO 1020
980 PRINT"
1010 PRINT"          Incorrect.":I2=I2+1
1020 PRINT"
1040 PRINT"
1050 INPUT"          Press <ENTER>","P
1060 CLS
1070 PRINT"
1080 PRINT"
1090 COLOR 14,1
1100 PRINT"          **** TEST ****
1110 COLOR 15,1
1120 PRINT"
1130 PRINT"
1140 PRINT"          9. Inventory of custodian equipment accounts is made by
1150 PRINT"          supply personnel annually.
1160 PRINT"
1170 PRINT"          a. True
1180 PRINT"          b. False
1190 PRINT"

```

```

1200 INPUT"                                     Make selection and press <ENTER>","A$
1201 PRINT
1202 PRINT
1203 IF A$="A" OR A$="B" THEN 1210 ELSE 1204
1204 IF A$="a" OR A$="b" THEN 1210 ELSE 1205
1205 INPUT"                                     WARNING! Please select (A or B) and press <ENTER>","A$
1210 IF A$="B" THEN 1240
1220 IF A$="b" THEN 1240
1230 GOTO 1290
1240 PRINT"
1270 PRINT"          Correct.":C2=C2+1
1280 GOTO 1330
1290 PRINT"
1320 PRINT"          Incorrect.":I2=I2+1
1330 PRINT"
1350 PRINT"
1360 INPUT"                                     Press <ENTER>","P
1370 CLS
1380 PRINT"
1390 PRINT"
1400 COLOR 14,1
1410 PRINT"                                     **** TEST ****
1420 COLOR 15,1
1430 PRINT"
1440 PRINT"
1450 PRINT"          10. The _____ inspects custodial accounts often to ensure
1460 PRINT"          effective supply discipline is used.
1470 PRINT"
1480 PRINT"          a. Organization Commander
1490 PRINT"          b. Equipment Management Unit
1500 PRINT"          c. Primary/Alternate Custodian
1510 PRINT"          d. Chief of Supply
1520 PRINT"
1530 INPUT"                                     Make selection and press <ENTER>","A$
1531 PRINT
1532 PRINT
1533 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1540 ELSE 1534
1534 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1540 ELSE 1535
1535 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1540 IF A$="A" THEN 1570
1550 IF A$="a" THEN 1570
1560 GOTO 1620
1570 PRINT"
1600 PRINT"          Correct.":C2=C2+1
1610 GOTO 1660
1620 PRINT"
1650 PRINT"          Incorrect.":I2=I2+1
1660 PRINT"
1680 PRINT"
1690 INPUT"                                     Press <ENTER>","P
1700 CLS
1710 PRINT"

```

```

1720 PRINT"
1730 COLOR 14,1
1740 PRINT"
1750 COLOR 15,1
1760 PRINT"
1770 PRINT"
1780 PRINT"
1790 PRINT"
1800 PRINT"
1810 PRINT"
1820 PRINT"
1830 PRINT"
1840 PRINT"
1850 PRINT"
1860 PRINT"
1870 INPUT"
1871 PRINT
1872 PRINT
1873 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1880 ELSE 1874
1874 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1880 ELSE 1875
1875 INPUT"
1880 IF A$="A" THEN 1910
1890 IF A$="a" THEN 1910
1900 GOTO 1960
1910 PRINT"
1940 PRINT"
1950 GOTO 2000
1960 PRINT"
1990 PRINT"
2000 PRINT"
2010 PRINT"
2030 INPUT"
2040 CLS
2050 PRINT"
2060 PRINT"
2070 COLOR 14,1
2080 PRINT"
2090 COLOR 15,1
2100 PRINT"
2110 PRINT"
2120 PRINT"
2130 PRINT"
2140 PRINT"
2150 PRINT"
2160 PRINT"
2170 PRINT"
2180 PRINT"
2190 PRINT"
2200 PRINT"
2210 INPUT"
2211 PRINT
2212 PRINT

```

\*\*\*\* TEST \*\*\*\*

11. Upon receipt of a new CA/CRL, the custodian will perform an inventory, sign the listing, and return the original to Base Supply within \_\_\_\_.

- a. 15 workdays
- b. 30 workdays
- c. 60 workdays
- d. 45 workdays

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C2=C2+1

Incorrect.":I2=I2+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

12. The \_\_\_\_\_ makes sure, by spot checks and periodic inventory, that all assigned property is accounted for and is physically on hand.

- a. Organization Commander
- b. Equipment Management Unit
- c. Primary/Alternate Custodian
- d. Command Equipment Management Team

Make selection and press <ENTER>","A\$

```

2213 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2220 ELSE 2214
2214 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2220 ELSE 2215
2215 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
2220 IF A$="C" THEN 2250
2230 IF A$="c" THEN 2250
2240 GOTO 2300
2250 PRINT"
2280 PRINT"          Correct." : C2=C2+1
2290 GOTO 2340
2300 PRINT"
2330 PRINT"          Incorrect." : I2=I2+1
2340 PRINT"
2350 PRINT"
2370 INPUT"                                     Press <ENTER>",$P
2380 CLS
2390 PRINT"
2400 PRINT"
2410 COLOR 14,1
2420 PRINT"
2430 COLOR 15,1
2440 PRINT"
2450 PRINT"
2460 PRINT"          13. When property is loaned out, a/an _____ should be
2470 PRINT"          completed to show who has physical possession of the item.
2480 PRINT"
2490 PRINT"          a. DD Form 1348-1
2500 PRINT"          b. AF Form 601
2510 PRINT"          c. AF Form 1297
2520 PRINT"          d. SF Form 53
2530 PRINT"
2540 INPUT"                                     Make selection and press <ENTER>",$A$
2541 PRINT
2542 PRINT
2543 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2550 ELSE 2544
2544 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2550 ELSE 2545
2545 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
2550 IF A$="C" THEN 2580
2560 IF A$="c" THEN 2580
2570 GOTO 2630
2580 PRINT"
2610 PRINT"          Correct." : C2=C2+1
2620 GOTO 2670
2630 PRINT"
2660 PRINT"          Incorrect." : I2=I2+1
2670 PRINT"
2680 PRINT"
2700 INPUT"                                     Press <ENTER>",$P
2710 CLS
2720 PRINT"
2730 PRINT"
2740 COLOR 14,1
2750 PRINT"

```

\*\*\*\* TEST \*\*\*\*

```

2760 COLOR 15,1
2770 PRINT"
2780 PRINT"
2790 PRINT"      14. Loan of EAID items on an AF Form 1297 will be validated
2800 PRINT"      _____ by the primary/alternate custodian.
2810 PRINT"
2820 PRINT"      a. Semiannually
2830 PRINT"      b. Monthly
2840 PRINT"      c. Quarterly
2850 PRINT"      d. Annually
2860 PRINT"
2870 INPUT"                                Make selection and press <ENTER>","A$
2871 PRINT
2872 PRINT
2873 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2880 ELSE 2874
2874 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2880 ELSE 2875
2875 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
2880 IF A$="D" THEN 2910
2890 IF A$="d" THEN 2910
2900 GOTO 2960
2910 PRINT"
2940 PRINT"      Correct.":C2=C2+1
2950 GOTO 3000
2960 PRINT"
2990 PRINT"      Incorrect.":I2=I2+1
3000 PRINT"
3010 PRINT"
3030 INPUT"                                Press <ENTER>","P
3040 CLS
3050 PRINT"
3060 PRINT"
3070 COLOR 14,1
3080 PRINT"                                **** TEST ****
3090 COLOR 15,1
3100 PRINT"
3110 PRINT"
3120 PRINT"      15. The _____ makes sure when custodian responsibility
3130 PRINT"      ends that the custody account has been properly transferred
3140 PRINT"      to the new custodian and officially cleared by the Equipment
3150 PRINT"      Management Unit.
3160 PRINT"
3170 PRINT"      a. Organization Commander
3180 PRINT"      b. Equipment Management Technician
3190 PRINT"      c. Old Primary Custodian
3200 PRINT"      d. New Primary Custodian
3210 PRINT"
3220 INPUT"                                Make selection and press <ENTER>","A$
3221 PRINT
3222 PRINT
3223 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 3230 ELSE 3224
3224 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 3230 ELSE 3225
3225 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>","A$

```

```

3230 IF A$="C" THEN 3260
3240 IF A$="c" THEN 3260
3250 GOTO 3310
3260 PRINT"
3290 PRINT"      Correct.":C2=C2+1
3300 GOTO 3350
3310 PRINT"
3340 PRINT"      Incorrect.":I2=I2+1
3350 PRINT"
3360 PRINT"
3380 INPUT"                                Press <ENTER>","P
3390 CLS
3400 PRINT"
3410 PRINT"
3420 COLOR 14,1
3430 PRINT"
3440 COLOR 15,1
3450 PRINT"
3460 PRINT"      After completing lesson two, you have answered ten more
3470 PRINT"      questions. The results for these questions are as follows:
3480 PRINT"
3490 PRINT"
3500 PCT2= (C2/10)*100
3510 PRINT"      Correct "C2"          Incorrect "I2"
3520 PRINT"
3540 PRINT"      Thirty-five questions remain.
3550 PRINT"
3560 PRINT"
3570 PRINT"      At the end you will have an option to review lesson two
3580 PRINT"      again and answer the questions for a second time. This
3590 PRINT"      review is allowed only once.
3600 PRINT"
3602 WRITE#1,L$,X,C2, PCT2,E$, DATE$
3605 PRINT
3610 PRINT"
3620 PRINT"
3630 PRINT"
3640 PRINT"
3650 INPUT"                                Press <ENTER>","P
3660 CLS
3680 CHAIN "TST3"

```

---

```

5 REM THIS PROGRAM IS TST3 BAS QUESTIONS 16-25
10 COMMON F$,L$,C1,C2,I1,I2,PCT1,PCT2,J$,S,N$,T,C3,I3,PCT3,R$,P$,C$,E$
20 COLOR 15,1
30 KEY OFF
31 X=3
35 C3=0
36 I3=0
40 CLS
50 PRINT
60 COLOR 14,1

```



```

70 PRINT"
80 PRINT"
90 COLOR 15,1
100 PRINT"
110 PRINT"
120 PRINT"
130 PRINT"
140 PRINT"
150 PRINT"
160 PRINT"
170 PRINT"
180 PRINT"
190 INPUT"
191 PRINT
192 PRINT
193 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 200 ELSE 195
195 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 200 ELSE 196
196 INPUT"
200 IF A$="D" THEN 230
210 IF A$="d" THEN 230
220 GOTO 280
230 PRINT"
260 PRINT"
270 GOTO 320
280 PRINT"
310 PRINT"
320 PRINT"
330 PRINT"
335 PRINT
340 PRINT"
350 PRINT"
351 PRINT
360 INPUT"
370 CLS
380 PRINT"
390 PRINT"
400 COLOR 14,1
410 PRINT"
420 COLOR 15,1
430 PRINT"
440 PRINT"
450 PRINT"
460 PRINT"
470 PRINT"
480 PRINT"
490 PRINT"
500 PRINT"
510 PRINT"
520 INPUT"
521 PRINT
522 PRINT
523 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 530 ELSE 524

```

\*\*\*\*\* EQUIPMENT CUSTODIAN MANAGEMENT COURSE \*\*\*\*\*

\*\*\* TEST \*\*\*

16. The ERRC designator for an equipment item is always:

- a. NF or XD
- b. ND or XB
- c. NF or NX
- d. NF or ND

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C3=C3+1

Incorrect.":I3=I3+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

17. By definition, an equipment item:

- a. Is expendable
- b. Is non-consumable and retains its identity
- c. Loses its identity when attached to another item
- d. Is not accountable once it leaves the warehouse

Make selection and press <ENTER>","A\$

```

524 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 530 ELSE 525
525 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
530 IF A$="B" THEN 560
540 IF A$="b" THEN 560
550 GOTO 610
560 PRINT"
590 PRINT"          Correct." :C3=C3+1
600 GOTO 650
610 PRINT"
640 PRINT"          Incorrect." :I3=I3+1
650 PRINT"
660 PRINT"
670 PRINT"
675 PRINT
680 PRINT"
682 PRINT
690 INPUT"                                     Press <ENTER>",$P
700 CLS
710 PRINT"
720 PRINT"
730 COLOR 14,1
740 PRINT"          **** TEST ****
750 COLOR 15,1
760 PRINT"
770 PRINT"
780 PRINT"          18. Base Operations and Maintenance (O&M) funds are used to
790 PRINT"          pay for local purchase equipment items.
800 PRINT"
810 PRINT"          a. True
820 PRINT"          b. False
830 PRINT"
840 INPUT"          Make selection and press <ENTER>",$A$
841 PRINT
842 PRINT
843 IF A$="A" OR A$="B" THEN 850 ELSE 844
844 IF A$="a" OR A$="b" THEN 850 ELSE 845
845 INPUT"          WARNING! Please select (A or B) and press <ENTER>",$A$
850 IF A$="A" THEN 880
860 IF A$="a" THEN 880
870 GOTO 930
880 PRINT"
910 PRINT"          Correct." :C3=C3+1
920 GOTO 970
930 PRINT"
960 PRINT"          Incorrect." :I3=I3+1
970 PRINT"
980 PRINT"
990 PRINT"
995 PRINT
1000 PRINT"
1001 PRINT
1003 PRINT

```

```

1010 INPUT"                                     Press <ENTER>","P
1020 CLS
1030 PRINT"
1040 PRINT"
1050 COLOR 14,1
1060 PRINT"                                     **** TEST ****
1070 COLOR 15,1
1080 PRINT"
1090 PRINT"
1100 PRINT"          19. Base Supply uses two (2) separate priority systems.
1110 PRINT"          They are:
1120 PRINT"
1130 PRINT"          a. Delivery Priority & Supply Requisitioning Priority
1140 PRINT"          b. Delivery Priority & Issue Priority
1150 PRINT"          c. Supply Requisitioning Priority & Issue Priority
1160 PRINT"          d. Supply Requisitioning Priority & Requirements
1170 PRINT"          Priority
1180 PRINT"
1190 INPUT"                                     Make selection and press <ENTER>","A$
1191 PRINT
1192 PRINT
1193 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1200 ELSE 1194
1194 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1200 ELSE 1195
1195 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1200 IF A$="A" THEN 1230
1210 IF A$="a" THEN 1230
1220 GOTO 1280
1230 PRINT"
1260 PRINT"          Correct.":C3=C3+1
1270 GOTO 1320
1280 PRINT"
1310 PRINT"          Incorrect.":I3=I3+1
1320 PRINT"
1330 PRINT"
1335 PRINT
1340 PRINT"
1360 INPUT"                                     Press <ENTER>","P
1370 CLS
1380 PRINT"
1390 PRINT"
1400 COLOR 14,1
1410 PRINT"                                     **** TEST ****
1420 COLOR 15,1
1430 PRINT"
1440 PRINT"
1450 PRINT"          20. If an organization's FAD code is III and an item is"
1460 PRINT"          ordered because the mission is impaired, the Supply
1470 PRINT"          Requisitioning priority will be: (refer to Equipment
1480 PRINT"          Management Guide on pg 26)"
1485 PRINT
1490 PRINT"          a. 8
1500 PRINT"          b. 6

```

```

1510 PRINT"                c. 12
1520 PRINT"                d. 3
1530 PRINT"
1540 INPUT"                Make selection and press <ENTER>","A$
1542 PRINT
1543 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1550 ELSE 1544
1544 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1550 ELSE 1545
1545 INPUT"                WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1550 IF A$="B" THEN 1580
1560 IF A$="b" THEN 1580
1570 GOTO 1630
1580 PRINT"
1610 PRINT"                Correct.":C3=C3+1
1620 GOTO 1670
1630 PRINT"
1660 PRINT"                Incorrect.":I3=I3+1
1670 PRINT"
1680 PRINT"
1690 PRINT"
1700 PRINT"
1710 INPUT"                Press <ENTER>","P
1720 CLS
1730 PRINT"
1740 PRINT"
1750 COLOR 14,1
1760 PRINT"                **** TEST ****
1770 COLOR 15,1
1780 PRINT"
1790 PRINT"
1800 PRINT"                21. Organization FAD codes are determined and assigned by
1810 PRINT"                the Joint Chief of Staff
1820 PRINT"
1830 PRINT"                a. When requested by the organization
1840 PRINT"                b. When requested by the Chief of Supply
1850 PRINT"                c. At the time the organization is initially
1860 PRINT"                established
1870 PRINT"                d. All of the above
1871 PRINT"
1880 INPUT"                Make selection and press <ENTER>","A$
1881 PRINT"
1882 PRINT"
1883 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1890 ELSE 1884
1884 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1890 ELSE 1885
1885 INPUT"                WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1890 IF A$="C" THEN 1920
1900 IF A$="c" THEN 1920
1910 GOTO 1970
1920 PRINT"
1950 PRINT"                Correct.":C3=C3+1
1960 GOTO 2010
1970 PRINT"
2000 PRINT"                Incorrect.":I3=I3+1

```

```

2010 PRINT"
2020 PRINT"
2030 PRINT
2040 PRINT"
2050 INPUT"                                Press <ENTER>","P
2060 CLS
2070 PRINT"
2080 PRINT"
2090 COLOR 14,1
2100 PRINT"                                **** TEST ****
2110 COLOR 15,1
2120 PRINT"
2130 PRINT"
2140 PRINT"                                22. The second element used to determine the supply
2150 PRINT"                                requisitioning priority is the _____.
2160 PRINT"
2170 PRINT"                                a. UND
2180 PRINT"                                b. FAD
2190 PRINT"                                c. FET
2200 PRINT"                                d. UMMIPS
2210 PRINT"
2220 INPUT"                                Make selection and press <ENTER>","A$
2221 PRINT
2222 PRINT
2223 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2230 ELSE 2224
2224 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2230 ELSE 2225
2225 INPUT"                                WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
2230 IF A$="A" THEN 2260
2240 IF A$="a" THEN 2260
2250 GOTO 2310
2260 PRINT"
2290 PRINT"                                Correct.":C3=C3+1
2300 GOTO 2350
2310 PRINT"
2340 PRINT"                                Incorrect.":I3=I3+1
2350 PRINT"
2360 PRINT"
2365 PRINT
2370 PRINT"
2380 PRINT"
2390 INPUT"                                Press <ENTER>","P
2400 CLS
2410 PRINT"
2420 PRINT"
2430 COLOR 14,1
2440 PRINT"                                **** TEST ****
2450 COLOR 15,1
2460 PRINT"
2470 PRINT"
2480 PRINT"                                23. A _____ is added to a standard price to compensate
2490 PRINT"                                for transportation costs and estimated foreseeable
2500 PRINT"                                net stock losses.

```

```

2510 PRINT"
2520 PRINT"          a. Federal Tax
2530 PRINT"          b. Local Tax
2540 PRINT"          c. Surcharge
2550 PRINT"          d. State Tax
2560 PRINT"
2570 INPUT"                      Make selection and press <ENTER>","A$
2571 PRINT
2572 PRINT
2573 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2580 ELSE 2574
2574 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2580 ELSE 2575
2575 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
2580 IF A$="C" THEN 2610
2590 IF A$="c" THEN 2610
2600 GOTO 2660
2610 PRINT"
2640 PRINT"          Correct.":C3=C3+1
2650 GOTO 2700
2660 PRINT"
2690 PRINT"          Incorrect.":I3=I3+1
2700 PRINT"
2710 PRINT"
2720 PRINT
2730 PRINT"
2740 INPUT"                      Press <ENTER>","P
2750 CLS
2760 PRINT"
2770 PRINT"
2780 COLOR 14,1
2790 PRINT"                      **** TEST ****
2800 COLOR 15,1
2810 PRINT"
2820 PRINT"
2830 PRINT"          24. All equipment requests are established as MEMO and "
2840 PRINT"
2850 PRINT"          a. require notification that funds are available.
2860 PRINT"          b. require no further action.
2870 PRINT"          c. will automatically be FIRMED later.          "
2880 PRINT"          d. will be ordered by Supply.
2890 PRINT"
2900 INPUT"                      Make selection and press <ENTER>","A$
2901 PRINT
2902 PRINT
2903 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2910 ELSE 2904
2904 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2910 ELSE 2905
2905 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
2910 IF A$="A" THEN 2940
2920 IF A$="a" THEN 2940
2930 GOTO 2990
2940 PRINT"
2970 PRINT"          Correct.":C3=C3+1
2980 GOTO 3030

```

```

2990 PRINT"
3020 PRINT"      Incorrect.":I3=I3+1
3030 PRINT"
3040 PRINT"
3050 PRINT
3060 PRINT"
3061 PRINT
3062 PRINT
3070 INPUT"      Press <ENTER>",P
3080 CLS
3090 PRINT"
3100 PRINT"
3110 COLOR 14,1
3120 PRINT"      **** TEST ****
3130 COLOR 15,1
3140 PRINT"
3150 PRINT"
3160 PRINT"      25. The Due-Out Validation Listing (M30) enables the
3170 PRINT"      customers to confirm equipment type items on a/an _____
3180 PRINT"      basis.
3190 PRINT"
3200 PRINT"      a. Monthly
3210 PRINT"      b. Quarterly
3220 PRINT"      c. Semiannual
3230 PRINT"      d. Annual
3240 PRINT"
3250 INPUT"      Make selection and press <ENTER>",A$
3251 PRINT
3252 PRINT
3253 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 3260 ELSE 3254
3254 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 3260 ELSE 3255
3255 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
3260 IF A$="B" THEN 3290
3270 IF A$="b" THEN 3290
3280 GOTO 3340
3290 PRINT"
3320 PRINT"      Correct.":C3=C3+1
3330 GOTO 3380
3340 PRINT"
3370 PRINT"      Incorrect.":I3=I3+1
3380 PRINT"
3390 PRINT"
3400 PRINT
3410 PRINT"
3420 INPUT"      Press <ENTER>',P
3430 CLS
3440 PRINT"
3450 PRINT"
3460 COLOR 14,1
3470 PRINT"      *** TEST REVIEW LESSON III ***
3480 COLOR 15,1
3490 PRINT"

```

```

3500 PRINT"                After completing lesson three, you have answered ten
3510 PRINT"                more questions. The results for lesson three are as follows.
3520 PRINT"
3530 PRINT"
3540 PCT3 = (C3/10)*100
3550 PRINT"                Correct  "C3"                Incorrect  "I3"  "
3560 PRINT"
3580 PRINT"                Twenty-five questions remain.
3590 PRINT"
3600 PRINT"
3610 PRINT"                At the end, you will have an option to review lesson
3620 PRINT"                three course content and answer the questions for a second
3630 PRINT"                time. This review is allowed only once.
3640 PRINT"
3646 WRITE#1,L$,X,C3, PCT3,E$, DATE$
3650 PRINT"
3651 PRINT
3660 PRINT"
3670 PRINT"
3675 PRINT
3680 PRINT"
3690 INPUT"                Press <ENTER>","P
3700 CLS
3720 CHAIN "tst4"

```

```

-----
5 REM THIS PROGRAM TST4.BAS QUESTIONS 26-35
10 COMMON F$, L$, C1, C2, C3, I1, I2, I3, J$, S,N$,PCT1,PCT2,PCT3
15 COMMON C4,I4, PCT4, T,R$,P$,C$,E$
20 COLOR 15,1
30 KEY OFF
31 X=4
35 C4=0
36 I4=0
40 CLS
50 PRINT
60 COLOR 14,1
70 PRINT"                ***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
80 PRINT"                *** TEST ***
90 COLOR 15,1
100 PRINT"
110 PRINT"
120 PRINT"                26. A TA is an _____.
130 PRINT"
140 PRINT"                a. Authorization Document
150 PRINT"                b. Allowance Source Code
160 PRINT"                c. Equipment Document
170 PRINT"                d. Allowance Document
180 PRINT"
190 INPUT"                Make selection and press <ENTER>","A$
191 PRINT
192 PRINT
193 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 200 ELSE 194

```



```

194 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 200 ELSE 195
195 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
200 IF A$="D" THEN 230
210 IF A$="d" THEN 230
220 GOTO 280
230 PRINT"
260 PRINT"          Correct." : C4=C4+1
270 GOTO 320
280 PRINT"
310 PRINT"          Incorrect." : I4=I4+1
320 PRINT"
330 PRINT"
340 PRINT"
350 PRINT"
360 INPUT"                                     Press <ENTER>",$P
370 CLS
380 PRINT"
390 PRINT"
400 COLOR 14,1
410 PRINT"                                     **** TEST ****
420 COLOR 15,1
430 PRINT"
440 PRINT"
450 PRINT"          27. The Master Equipment Index (MEMI) is identified as TA
460 PRINT"          _____
470 PRINT"
480 PRINT"          a.- 010
490 PRINT"          b.  006
500 PRINT"          c.  002
510 PRINT"          d.  001
520 PRINT"
530 INPUT"                                     Make selection and press <ENTER>",$A$
531 PRINT"
532 PRINT"
533 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 540 ELSE 534
534 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 540 ELSE 535
535 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
540 IF A$="D" THEN 570
550 IF A$="d" THEN 570
560 GOTO 620
570 PRINT"
600 PRINT"          Correct." : C4=C4+1
610 GOTO 660
620 PRINT"
650 PRINT"          Incorrect." : I4=I4+1
660 PRINT"
670 PRINT"
680 PRINT"
690 PRINT"
700 INPUT"                                     Press <ENTER>",$P
710 CLS
720 PRINT"

```

```

730 PRINT"
740 COLOR 14,1
750 PRINT"
760 COLOR 15,1
770 PRINT"
780 PRINT"
790 PRINT"
800 PRINT"
810 PRINT"
820 PRINT"
830 PRINT"
840 PRINT"
850 PRINT"
860 INPUT"
861 PRINT
862 PRINT
863 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 870 ELSE 864
864 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 870 ELSE 865
865 INPUT"
870 IF A$="B" THEN 900
880 IF A$="b" THEN 900
890 GOTO 950
900 PRINT"
930 PRINT"
940 GOTO 990
950 PRINT"
980 PRINT"
990 PRINT"
1000 PRINT"
1010 PRINT"
1020 PRINT
1030 INPUT"
1040 CLS
1050 PRINT"
1060 PRINT"
1070 COLOR 14,1
1080 PRINT"
1090 COLOR 15,1
1100 PRINT"
1110 PRINT"
1120 PRINT"
1130 PRINT"
1140 PRINT"
1150 PRINT"
1160 PRINT"
1170 PRINT"
1180 PRINT"
1190 INPUT"
1191 PRINT
1192 PRINT
1193 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1200 ELSE 1194
1194 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1200 ELSE 1195

```

\*\*\*\* TEST \*\*\*\*

28. TA 002 is updated \_\_\_\_.

- a. Quarterly
- b. Monthly
- c. Annually
- d. Semiannually

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C4=C4+1

Incorrect.":I4=I4+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

29. Equipment items may be ordered by \_\_\_\_.

- a. AF Forms 601/2005
- b. Letter
- c. Telephone
- d. All of the above

Make selection and press <ENTER>","A\$

```

1195 INPUT"          WARNING! Please select (A,B,C, or D) and press <ENTER>","A$
1200 IF A$="D" THEN 1230
1210 IF A$="d" THEN 1230
1220 GOTO 1280
1230 PRINT"
1260 PRINT"          Correct.":C4=C4+1
1270 GOTO 1320
1280 PRINT"
1310 PRINT"          Incorrect.":I4=I4+1
1320 PRINT"
1330 PRINT"
1340 PRINT"
1350 PRINT
1360 INPUT"                                Press <ENTER>","P
1370 CLS
1380 PRINT"
1390 PRINT"
1400 COLOR 14,1
1410 PRINT"                                **** TEST ****
1420 COLOR 15,1
1430 PRINT"
1440 PRINT"
1450 PRINT"          30. The AF Form 601 is prepared in _____ copies..
1460 PRINT"
1470 PRINT"          a. 3
1480 PRINT"          b. 4
1490 PRINT"          c. 5
1500 PRINT"          d. 6
1510 PRINT"
1520 INPUT"                                Make selection and press <ENTER>","A$
1521 PRINT
1522 PRINT
1523 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1530 ELSE 1524
1524 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1530 ELSE 1525
1525 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1530 IF A$="D" THEN 1560
1540 IF A$="d" THEN 1560
1550 GOTO 1610
1560 PRINT"
1590 PRINT"          Correct.":C4=C4+1
1600 GOTO 1650
1610 PRINT"
1640 PRINT"          Incorrect.":I4=I4+1
1650 PRINT"
1660 PRINT"
1670 PRINT"
1680 PRINT
1690 INPUT"                                Press <ENTER>","P
1700 CLS
1710 PRINT"
1720 PRINT"
1730 COLOR 14,1

```

```

1740 PRINT"
1750 COLOR 15,1
1760 PRINT"
1770 PRINT"
1780 PRINT"
1790 PRINT"
1800 PRINT"
1810 PRINT"
1820 PRINT"
1830 PRINT"
1840 PRINT"
1850 PRINT"
1860 INPUT"
1861 PRINT
1862 PRINT
1863 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1870 ELSE 1864
1864 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1870 ELSE 1865
1865 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",$
1870 IF A$="B" THEN 1900
1880 IF A$="b" THEN 1900
1890 GOTO 1950
1900 PRINT"
1930 PRINT"      Correct.":C4=C4+1
1940 GOTO 1990
1950 PRINT"
1980 PRINT"      Incorrect.":I4=I4+1
1990 PRINT"
2000 PRINT"
2005 PRINT
2010 PRINT"
2030 INPUT"
2040 CLS
2050 PRINT"
2060 PRINT"
2070 COLOR 14,1
2080 PRINT"
2090 COLOR 15,1
2100 PRINT"
2110 PRINT"
2120 PRINT"
2130 PRINT"
2140 PRINT"
2150 PRINT"
2160 PRINT"
2170 PRINT"
2180 PRINT"
2190 INPUT"
2191 PRINT
2192 PRINT
2193 IF A$="A" OR A$="B" THEN 2200 ELSE 2194
2194 IF A$="a" OR A$="b" THEN 2200 ELSE 2195
2195 INPUT"      WARNING! Please select (A or B) and press <ENTER>",$

```

\*\*\*\* TEST \*\*\*\*

31. If an equipment item requires approval above the Wing/Base Commander level, it must be requested by \_\_\_\_\_.

- a. AF Form 2005
- b. AF Form 601
- c. Telephone
- d. Letter

Make selection and press <ENTER>",\$

Press <ENTER>",\$

\*\*\*\* TEST \*\*\*\*

32. The custodian must not move or transfer any item listed on the CA/CRL to another custodian until the Equipment Management Unit has approved the action.

- a. True
- b. False

Make selection and press <ENTER>",\$

```

2200 IF A$="A" THEN 2230
2210 IF A$="a" THEN 2230
2220 GOTO 2280
2230 PRINT"
2260 PRINT"      Correct.":C4=C4+1
2270 GOTO 2320
2280 PRINT"
2310 PRINT"      Incorrect.":I4=I4+1
2320 PRINT"
2330 PRINT
2340 PRINT"
2350 PRINT"
2360 INPUT"                                     Press <ENTER>","P
2370 CLS
2380 PRINT"
2390 PRINT"
2400 COLOR 14,1
2410 PRINT"                                     **** TEST ****
2420 COLOR 15,1
2430 PRINT"
2440 PRINT"
2450 PRINT"      33. To request transfer of accountable equipment items from
2460 PRINT"      one account to another, the custodian of _____ must
2470 PRINT"      prepare and submit appropriate paperwork.
2480 PRINT"
2490 PRINT"      a. Both the gaining and losing custodians
2500 PRINT"      b. Only the gaining custodian
2510 PRINT"      c. Only the losing custodian
2520 PRINT"      d. Nobody
2530 PRINT"
2540 INPUT"                                     Make selection and press <ENTER>","A$
2541 PRINT
2542 PRINT
2543 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2550 ELSE 2544
2544 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2550 ELSE 2546
2546 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
2550 IF A$="A" THEN 2580
2560 IF A$="a" THEN 2580
2570 GOTO 2630
2580 PRINT"
2610 PRINT"      Correct.":C4=C4+1
2620 GOTO 2670
2630 PRINT"
2660 PRINT"      Incorrect.":I4=I4+1
2670 PRINT"
2680 PRINT"
2690 PRINT
2700 PRINT"
2710 INPUT"                                     Press <ENTER>","P
2720 CLS
2730 PRINT"
2740 PRINT"

```

```

2750 COLOR 14,1
2760 PRINT"
2770 COLOR 15,1
2780 PRINT"
2790 PRINT"
2800 PRINT"
2810 PRINT"
2820 PRINT"
2830 PRINT"
2840 PRINT"
2850 PRINT"
2860 PRINT"
2870 PRINT"
2880 INPUT"
2881 PRINT
2882 PRINT
2883 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2890 ELSE 2884
2884 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2890 ELSE 2885
2885 INPUT"
2890 IF A$="C" THEN 2920
2900 IF A$="c" THEN 2920
2910 GOTO 2970
2920 PRINT"
2950 PRINT"
2960 GOTO 3010
2970 PRINT"
3000 PRINT"
3010 PRINT"
3020 PRINT"
3030 PRINT"
3040 PRINT
3050 INPUT"
3060 CLS
3070 PRINT"
3080 PRINT"
3090 COLOR 14,1
3100 PRINT"
3110 COLOR 15,1
3120 PRINT"
3130 PRINT"
3140 PRINT"
3150 PRINT"
3160 PRINT"
3170 PRINT"
3180 PRINT"
3190 PRINT"
3200 PRINT"
3210 PRINT"
3220 PRINT"
3230 INPUT"
3231 PRINT
3232 PRINT

```

\*\*\*\* TEST \*\*\*\*

34. Inventory of equipment accounts is the responsibility of \_\_\_\_\_.

- a. The Customer Service Unit
- b. The Equipment Management Unit
- c. The Custodian
- d. The Supply personnel

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C4=C4+1

Incorrect.":I4=I4+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

35. An equipment request for a furniture item must be certified as either a replacement or unfilled requirement by the \_\_\_\_\_.

- a. Primary custodian
- b. Equipment Management Unit
- c. Organization Commander
- d. Chief of Supply

Make selection and press <ENTER>","A\$

```

3233 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 3240 ELSE 3234
3234 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 3240 ELSE 3235
3235 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",$A$
3240 IF A$="C" THEN 3270
3250 IF A$="c" THEN 3270
3260 GOTO 3320
3270 PRINT"
3300 PRINT"      Correct." : C4=C4+1
3310 GOTO 3360
3320 PRINT"
3350 PRINT"      Incorrect." : I4=I4+1
3360 PRINT"
3370 PRINT"
3380 PRINT
3390 INPUT"                                Press <ENTER>",$P
3400 CLS
3410 PRINT"
3420 PRINT"
3430 COLOR 14,1
3440 PRINT"          *** TEST REVIEW LESSON IV ***
3450 COLOR 15,1
3460 PRINT"
3470 PRINT"      You have answered ten more questions. The results
3480 PRINT"      for lesson four are as follows:
3490 PRINT"
3500 PRINT"
3510 PCT4= (C4/10)*100
3520 PRINT"      Correct  "C4"          Incorrect  "I4 "
3530 PRINT"
3550 PRINT"      Fifteen questions remain.
3560 PRINT"
3570 PRINT"
3580 PRINT"      At the end, you will have an option to review lesson
3590 PRINT"      four course content and answer the questions for a second
3600 PRINT"      time. This review is allowed only once.
3610 PRINT"
3620 PRINT"
3622 WRITE#1,L$,X,C4, PCT4,E$, DATE$
3630 PRINT"
3640 PRINT"
3650 PRINT"
3653 PRINT
3655 PRINT
3660 INPUT"                                Press <ENTER>",$P
3670 CLS
3690 CHAIN "tst5"

```

---

```

5 REM THIS PROGRAM IS TST5.BAS QUESTIONS 36-45
10 COMMON F$, L$, C1, C2, C3, C4, C5, I1, I2, I3, I4, I5, J$, S,N$
20 COMMON PCT1,PCT2,PCT3,PCT4,PCT5,T,R$,P$,C$,E$
30 COLOR 15,1
40 KEY OFF

```

```

45 X=5
50 C5=0
60 I5=0
70 CLS
80 PRINT
90 COLOR 14,1
100 PRINT"
110 PRINT"
120 COLOR 15,1
130 PRINT"
140 PRINT"
150 PRINT"
160 PRINT"
170 PRINT"
180 PRINT"
190 PRINT"
200 PRINT"
210 PRINT"
220 PRINT"
230 INPUT"
231 PRINT
232 PRINT
233 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 240 ELSE 234
234 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 240 ELSE 235
235 INPUT"
240 IF A$="A" THEN 270
250 IF A$="a" THEN 270
260 GOTO 320
270 PRINT"
300 PRINT"
310 GOTO 360
320 PRINT"
350 PRINT"
360 PRINT"
370 PRINT"
380 PRINT"
390 PRINT
400 PRINT"
410 INPUT"
420 CLS
430 PRINT"
440 PRINT"
450 COLOR 14,1
460 PRINT"
470 COLOR 15,1
480 PRINT"
490 PRINT"
500 PRINT"
510 PRINT"
520 PRINT"
530 PRINT"
540 PRINT"

```

\*\*\*\*\* EQUIPMENT CUSTODIAN MANAGEMENT COURSE \*\*\*\*\*

\*\*\* TEST \*\*\*

36. The Equipment Custodian Files consist of \_\_\_\_\_ sections or tabs.

a. 6  
b. 2  
c. 4  
d. 5

Make selection and press <ENTER>,"A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>,"A\$

Correct.":C5=C5+1

Incorrect.":I5=I5+1

Press <ENTER>,"P

\*\*\*\* TEST \*\*\*\*

37. The \_\_\_\_\_ serves as a receipt by the custodian and readily identifies quantities authorized and on-hand within a specific organization and shop.

a. Daily Document Register



```

550 PRINT"          b. Custodian Authorization/Custody Receipt Listing
560 PRINT"          c. Temporary Issue Receipt, AF Form 1297
570 PRINT"          d. Configuration Data or Resume List
580 PRINT"
590 INPUT"          Make selection and press <ENTER>","A$
591 PRINT
592 PRINT
593 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 600 ELSE 594
594 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 600 ELSE 595
595 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
600 IF A$="B" THEN 630
610 IF A$="b" THEN 630
620 GOTO 680
630 PRINT"
660 PRINT"          Correct.":C5=C5+1
670 GOTO 720
680 PRINT"
710 PRINT"          Incorrect.":I5=I5+1
720 PRINT"
740 PRINT"
750 PRINT"
755 PRINT
760 INPUT"          Press <ENTER>","P
770 CLS
780 PRINT"
790 PRINT"
800 COLOR 14,1
810 PRINT"          **** TEST ****
820 COLOR 15,1
830 PRINT"
840 PRINT"
850 PRINT"          38. Custodian Authorization/Custody Listing (CA/CRL) is
860 PRINT"          produced _____.
870 PRINT"
880 PRINT"          a. Annually
890 PRINT"          b. Upon request
900 PRINT"          c. Upon change of primary custodian
910 PRINT"          d. All of the above
920 PRINT"
930 INPUT"          Make selection and press <ENTER>","A$
931 PRINT
932 PRINT
933 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 940 ELSE 934
934 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 940 ELSE 935
935 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
940 IF A$="D" THEN 970
950 IF A$="d" THEN 970
960 GOTO 1020
970 PRINT"
1000 PRINT"          Correct.":C5=C5+1
1010 GOTO 1060
1020 PRINT"

```

```

1050 PRINT"          Incorrect.":I5=I5+1
1060 PRINT"
1070 PRINT"
1080 PRINT
1090 PRINT
1100 PRINT"
1110 INPUT"                      Press <ENTER>",P
1120 CLS
1130 PRINT"
1140 PRINT"
1150 COLOR 14,1
1160 PRINT"          **** TEST ****
1170 COLOR 15,1
1180 PRINT"
1190 PRINT"          39. A copy of each equipment request which the custodian
1200 PRINT"          prepares and submits to Base Supply _____.
1210 PRINT"
1220 PRINT"          a. Is kept in the completed file section of the
1230 PRINT"          custodian files until Supply has acted on the
1240 PRINT"          request.
1250 PRINT"          b. Is not kept by the custodian. All copies are
1260 PRINT"          submitted to Base Supply.
1270 PRINT"          c. Is kept in the suspense file section of the
1280 PRINT"          custodian files until Supply has acted on the
1290 PRINT"          request.
1300 PRINT"          d. Is kept by the Organization Commander until Supply
1310 PRINT"          has acted on the request.
1320 PRINT"
1330 INPUT"          Make selection and press <ENTER>",A$
1332 PRINT
1333 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1340 ELSE 1334
1334 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1340 ELSE 1335
1335 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
1340 IF A$="C" THEN 1370
1350 IF A$="c" THEN 1370
1360 GOTO 1410
1370 PRINT"
1390 PRINT"          Correct.":C5=C5+1
1400 GOTO 1440
1410 PRINT"
1430 PRINT"          Incorrect.":I5=I5+1
1440 PRINT"
1450 PRINT
1460 INPUT"                      Press <ENTER>",P
1470 CLS
1480 PRINT"
1490 PRINT"
1500 COLOR 14,1
1510 PRINT"          **** TEST ****
1520 COLOR 15,1
1530 PRINT"
1540 PRINT"

```

```

1550 PRINT"
1560 PRINT"
1570 PRINT"
1580 PRINT"
1590 PRINT"
1600 PRINT"
1610 PRINT"
1620 PRINT"
1630 INPUT"
1631 PRINT
1632 PRINT
1633 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1640 ELSE 1634
1634 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1640 ELSE 1635
1635 INPUT"
1640 IF A$="C" THEN 1670
1650 IF A$="c" THEN 1670
1660 GOTO 1720
1670 PRINT"
1700 PRINT"
1710 GOTO 1760
1720 PRINT"
1750 PRINT"
1760 PRINT"
1770 PRINT"
1780 PRINT
1790 PRINT
1800 PRINT"
1810 INPUT"
1820 CLS
1830 PRINT"
1840 PRINT"
1850 COLOR 14,1
1860 PRINT"
1870 COLOR 15,1
1880 PRINT"
1890 PRINT"
1900 PRINT"
1910 PRINT"
1920 PRINT"
1930 PRINT"
1940 PRINT"
1950 PRINT"
1960 PRINT"
1970 PRINT"
1980 PRINT"
1990 PRINT"
2000 INPUT"
2001 PRINT
2002 PRINT
2003 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2010 ELSE 2005
2005 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2010 ELSE 2006
2006 INPUT"

```

40. The completed file section of the custodian's records is kept in \_\_\_\_\_ sequence.

- Stock number
- Supply transaction number
- Custodian request number
- Approval/disapproval date

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

Correct.":C5=C5+1

Incorrect.":I5=I5+1

Press <ENTER>","P

\*\*\*\* TEST \*\*\*\*

41. Paperwork supporting DUE-OUT information on the " CA/CRL is \_\_\_\_\_.

- Removed upon receipt of a new CA/CRL
- Retained until item is received by the custodian.
- Moved to the suspense file until item is received by the custodian.
- Forwarded to the Stock Control Unit in Base Supply to SPEED UP the purchasing of the required item."

Make selection and press <ENTER>","A\$

WARNING! Please select (A, B, C, or D) and press <ENTER>","A\$

```

2010 IF A$="B" THEN 2040
2020 IF A$="b" THEN 2040
2030 GOTO 2090
2040 PRINT"
2070 PRINT"          Correct.":C5=C5+1
2080 GOTO 2130
2090 PRINT"
2120 PRINT"          Incorrect.":I5=I5+1
2130 PRINT"
2150 PRINT"
2155 PRINT
2160 PRINT"
2170 INPUT"                      Press <ENTER>",P
2180 CLS
2190 PRINT"
2200 PRINT"
2210 COLOR 14,1
2220 PRINT"                      **** TEST ****
2230 COLOR 15,1
2240 PRINT"
2250 PRINT"
2260 PRINT"          42. To assess financial liability when accountable property
2270 PRINT"          is lost, damaged, or destroyed, the AF Form _____ is used.
2280 PRINT"
2290 PRINT"          a. 177
2300 PRINT"          b. 601
2310 PRINT"          c. 198
2320 PRINT"          d. 2005
2330 PRINT"
2340 INPUT"                      Make selection and press <ENTER>",A$
2341 PRINT
2342 PRINT
2343 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2350 ELSE 2345
2345 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2350 ELSE 2346
2346 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
2350 IF A$="C" THEN 2380
2360 IF A$="c" THEN 2380
2370 GOTO 2430
2380 PRINT"
2410 PRINT"          Correct.":C5=C5+1
2420 GOTO 2470
2430 PRINT"
2460 PRINT"          Incorrect.":I5=I5+1
2470 PRINT"
2480 PRINT"
2490 PRINT"
2500 PRINT
2510 PRINT"
2520 INPUT"                      Press <ENTER>",P
2530 CLS
2540 PRINT"
2550 PRINT"

```

```

2560 COLOR 14,1
2570 PRINT"
2580 COLOR 15,1
2590 PRINT"
2600 PRINT"
2610 PRINT"      43. _____ covers the Report of Survey system.
2620 PRINT"
2630 PRINT"      a. AFLCR 70-24
2640 PRINT"      b. AFR 700-26
2650 PRINT"      c. WPAFBR 67-20
2660 PRINT"      d. AFR 177-111
2670 PRINT"
2680 INPUT"
2681 PRINT
2682 PRINT
2683 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 2690 ELSE 2685
2685 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 2690 ELSE 2686
2686 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
2690 IF A$="D" THEN 2720
2700 IF A$="d" THEN 2720
2710 GOTO 2770
2720 PRINT"
2750 PRINT"      Correct.":C5=C5+1
2760 GOTO 2810
2770 PRINT"
2800 PRINT"      Incorrect.":I5=I5+1
2810 PRINT"
2820 PRINT"
2830 PRINT"
2840 PRINT"
2850 PRINT
2860 PRINT
2870 INPUT"
2880 CLS
2890 PRINT"
2900 PRINT"
2910 COLOR 14,1
2920 PRINT"
2930 COLOR 15,1
2940 PRINT"
2950 PRINT"
2960 PRINT"      44. _____ is used to keep a record of all equipment
2970 PRINT"      requested that an organization submits to Base Supply.
2980 PRINT"
2990 PRINT"      a. AF Form 601
3000 PRINT"      b. AF Form 126
3010 PRINT"      c. DD Form 1348-6
3020 PRINT"      d. DD Form 1348-1
3030 PRINT"
3040 INPUT"
3041 PRINT
3042 PRINT

```

\*\*\*\* TEST \*\*\*\*

Make selection and press <ENTER>",A\$

Press <ENTER>",P

\*\*\*\* TEST \*\*\*\*

Make selection and press <ENTER>",A\$

```

3043 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 3050 ELSE 3045
3045 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 3050 ELSE 3046
3046 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
3050 IF A$="B" THEN 3080
3060 IF A$="b" THEN 3080
3070 GOTO 3130
3080 PRINT"
3110 PRINT"      Correct.":C5=C5+1
3120 GOTO 3170
3130 PRINT"
3160 PRINT"      Incorrect.":I5=I5+1
3170 PRINT"
3180 PRINT"
3190 PRINT"
3195 PRINT
3200 PRINT"
3220 INPUT"                        Press <ENTER>",P
3230 CLS
3240 PRINT"
3250 PRINT"
3260 COLOR 14,1
3270 PRINT"      **** TEST ****
3280 COLOR 15,1
3290 PRINT"
3300 PRINT"
3310 PRINT"      45. Equipment custodians use the _____ to determine what
3320 PRINT"      changes have been made to their organization equipment
3330 PRINT"      account(s), for monitoring the expenditure of funds, and as
3340 PRINT"      a backup for changes on their CA/CRL.
3350 PRINT"
3360 PRINT"      a. Obligated Due-Out Listing (M36)
3370 PRINT"      b. Priority Monitor Report (D18)
3380 PRINT"      c. Due-Out Validation Listing (M30)
3390 PRINT"      d. Daily Document Register (D04)
3400 PRINT"
3410 INPUT"                        Make selection and press <ENTER>",A$
3411 PRINT
3412 PRINT
3413 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 3420 ELSE 3415
3415 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 3420 ELSE 3416
3416 INPUT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
3420 IF A$="D" THEN 3450
3430 IF A$="d" THEN 3450
3440 GOTO 3500
3450 PRINT"
3480 PRINT"      Correct.":C5=C5+1
3490 GOTO 3540
3500 PRINT"
3530 PRINT"      Incorrect.":I5=I5+1
3540 PRINT"
3550 PRINT"
3555 PRINT

```

```

3560 PRINT"
3580 INPUT"                                     Press <ENTER>","P
3590 CLS
3600 PRINT"
3610 PRINT"
3620 COLOR 14,1
3630 PRINT"                                     *** TEST REVIEW LESSON V ***
3640 COLOR 15,1
3650 PRINT"
3660 PRINT"                                     You have answered ten more questions. The results
3670 PRINT"                                     are as follows:
3680 PRINT"
3690 PRINT"
3700 PCT5= (C5/10)*100
3710 PRINT"                                     Correct "C5"           Incorrect "I5 "
3720 PRINT"
3740 PRINT"                                     Five questions remain.
3750 PRINT"
3760 PRINT"
3770 PRINT"                                     At the end, you will have an option to review lesson
3780 PRINT"                                     five again and answer the questions for a second time. This
3790 PRINT"                                     review is allowed only once.
3800 PRINT"
3810 PRINT"
3812 WRITE#1,L$,X,C5, PCT5,E$, DATE$
3820 PRINT"
3825 PRINT
3830 PRINT"
3840 PRINT"
3845 PRINT
3850 INPUT"                                     Press <ENTER>","P
3860 CLS
3880 CHAIN "tst6"

```

```

-----
5 REM THIS PROGRAM TST6.BAS QUESTIONS 46-50
10 COMMON F$, L$, C1,C2,C3,C4,C5,I1,I2,I3,I4,I5,PCT1,PCT2,PCT3,PCT4,PCT5
20 COMMON J$, S, N$, T, C6, I6, PCT6,R$,P$,C$,E$
30 COLOR 15,1
40 KEY OFF
45 X=6
50 C6=0
60 I6=0
70 CLS
80 PRINT
90 COLOR 14,1
100 PRINT"                                     ***** EQUIPMENT CUSTODIAN MANAGEMENT COURSE *****
110 PRINT"                                     *** TEST ***
120 COLOR 15,1
130 PRINT"
140 PRINT"
150 PRINT"                                     46. The Supply term ERRC is identified as _____. "
160 PRINT"

```

```

170 PRINT"          a. Equipment, Recovered, Repaired, Cost
180 PRINT"          b. Expensive, Repairability, Recoverability, Cost
190 PRINT"          c. Expendability, Recoverability, Repairability, Cost
200 PRINT"          d. Equipment, Recoverability, Repairability, Cost
210 PRINT"
220 INPUT"          Make selection and press <ENTER>","A$
221 PRINT
222 PRINT
223 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 230 ELSE 225
225 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 230 ELSE 226
226 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
230 IF A$="C" THEN 260
240 IF A$="c" THEN 260
250 GOTO 310
260 PRINT"
290 PRINT"          Correct.":C6=C6+1
300 GOTO 350
310 PRINT"
340 PRINT"          Incorrect.":I6=I6+1
350 PRINT"
360 PRINT"
380 PRINT"
385 PRINT
390 PRINT
400 PRINT
410 INPUT"          Press <ENTER>","P
420 CLS
430 PRINT"
440 PRINT"
450 COLOR 14,1
460 PRINT"          **** TEST ****
470 COLOR 15,1
480 PRINT"
490 PRINT"
500 PRINT"          47. An example of a TRIC code is _____.
510 PRINT"
520 PRINT"          a. ISU
530 PRINT"          b. TIN
540 PRINT"          c. DOR
550 PRINT"          d. All of the above
560 PRINT"
570 INPUT"          Make selection and press <ENTER>","A$
571 PRINT
572 PRINT
573 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 580 ELSE 575
575 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 580 ELSE 576
576 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
580 IF A$="D" THEN 610
590 IF A$="d" THEN 610
600 GOTO 660
610 PRINT"
640 PRINT"          Correct.":C6=C6+1

```



```

650 GOTO 700
660 PRINT"
690 PRINT"      Incorrect.":I6=I6+1
700 PRINT"
710 PRINT"
720 PRINT"
730 PRINT
740 PRINT
750 PRINT
760 INPUT"                                Press <ENTER>",P
770 CLS
780 PRINT"
790 PRINT"
800 COLOR 14,1
810 PRINT"                                **** TEST ****
820 COLOR 15,1
830 PRINT"
840 PRINT"
850 PRINT"      48. A DOR is _____.
860 PRINT"
870 PRINT"      a. Due Out Received
380 PRINT"      b. Due Out Ran
890 PRINT"      c. Due Out Reviewed
900 PRINT"      d. Due Out Release
910 PRINT"
920 INPUT"                                Make selection and press <ENTER>",A$
921 PRINT
922 PRINT
923 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 930 ELSE 925
925 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 930 ELSE 926
926 INP"IT"      WARNING! Please select (A, B, C, or D) and press <ENTER>",A$
930 IF A$="D" THEN 960
940 IF A$="d" THEN 960
950 GOTO 1010
960 PRINT"
990 PRINT"      Correct.":C6=C6+1
1000 GOTO 1050
1010 PRINT"
1040 PRINT"      Incorrect.":I6=I6+1
1050 PRINT"
1060 PRINT"
1080 PRINT"
1090 PRINT
1095 PRINT
1100 PRINT
1110 INPUT"                                Press <ENTER>",P
1120 CLS
1130 PRINT"
1140 PRINT"
1150 COLOR 14,1
1160 PRINT"                                **** TEST ****
1170 COLOR 15,1

```

```

1180 PRINT"
1190 PRINT"
1200 PRINT"          49. An FET transaction is used to _____.
1210 PRINT"
1220 PRINT"          a. Transfer property
1230 PRINT"          b. Delete accountability
1240 PRINT"          c. Inventory adjust the in-use balance
1250 PRINT"          d. Adjust the item record price
1260 PRINT"
1270 INPUT"                                Make selection and press <ENTER>","A$
1271 PRINT
1272 PRINT
1273 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1280 ELSE 1275
1275 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1280 ELSE 1276
1276 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1280 IF A$="A" THEN 1310
1290 IF A$="a" THEN 1310
1300 GOTO 1360
1310 PRINT"
1340 PRINT"          Correct.":C6=C6+1
1350 GOTO 1400
1360 PRINT"
1390 PRINT"          Incorrect.":I6=I6+1
1400 PRINT"
1410 PRINT"
1420 PRINT"
1430 PRINT
1440 PRINT
1450 PRINT
1460 INPUT"                                Press <ENTER>","P
1470 CLS
1480 PRINT"
1490 PRINT"
1500 COLOR 14,1
1510 PRINT"                                *** TEST ***
1520 COLOR 15,1
1530 PRINT"
1540 PRINT"
1550 PRINT"          50. An FME is used to _____.
1560 PRINT"
1570 PRINT"          a. Terminate custody
1580 PRINT"          b. Establish EAID accountability
1590 PRINT"          c. Terminate EAID accountability
1600 PRINT"          d. Change indicative data
1610 PRINT"
1620 INPUT"                                Make selection and press <ENTER>","A$
1621 PRINT
1622 PRINT
1623 IF A$="A" OR A$="B" OR A$="C" OR A$="D" THEN 1630 ELSE 1625
1625 IF A$="a" OR A$="b" OR A$="c" OR A$="d" THEN 1630 ELSE 1626
1626 INPUT"          WARNING! Please select (A, B, C, or D) and press <ENTER>","A$
1630 IF A$="C" THEN 1660

```

```

1640 IF A$="c" THEN 1660
1650 GOTO 1710
1660 PRINT"
1690 PRINT"      Correct.":C6=C6+1
1700 GOTO 1750
1710 PRINT"
1740 PRINT"      Incorrect.":I6=I6+1
1750 PRINT"
1760 PRINT"
1770 PRINT"
1775 PRINT
1780 PRINT"
1800 PRINT
1810 INPUT"                                     Press <ENTER>","P
1820 CLS
1830 PRINT"
1840 PRINT"
1850 COLOR 14,1
1860 PRINT"          *** TEST REVIEW LESSON VI ***
1870 COLOR 15,1
1880 PRINT"
1890 PRINT"          You have answered the final five questions.
1900 PRINT"          The results for lesson six are as follows:
1910 PRINT"
1920 PRINT"
1930 PCT6=(C6/5)*100
1940 PRINT"          Correct  "C6"          Incorrect  "I6 "
1950 PRINT"
1970 PRINT"          You have completed the ECMC course.
1980 PRINT"
1990 PRINT"
2000 PRINT"          At the end of the final summary you will have an option
2010 PRINT"          to review lesson six course content and answer the questions
2020 PRINT"          for a second time. This review is allowed only once.
2030 PRINT"
2040 PRINT"
2042 WRITE#1,L$,X,C6, PCT6,E$, DATE$
2043 CLOSE #1
2050 PRINT"
2060 PRINT"
2070 PRINT"
2075 PRINT
2080 INPUT"                                     Press <ENTER>","P
2090 CLS
2110 CHAIN "FS"

```

---

```

10 REM THIS PROGRAM IS FS.BAS THE FINAL SUMMARY
20 COMMON F$,L$,C1,C2,C3,C4,C5,C6,I1,I2,I3,I4,I5,I6
25 COMMON BLK1,BLK2,BLK3,BLK4,BLK5,BLK6,PCTTGT
30 COMMON PCT1,PCT2,PCT3,PCT4,PCT5,PCT6,J$,S.N$,T,R$,P$,C$,E$
31 IF T = 1 THEN 34
32 T =1

```

```

33 GOTO 40
34 T = T+1
40 COLOR 15,1
50 CLS
70 PCTTOT=((C1+C2+C3+C4+C5+C6)/50)*100
80 PRINT
90 COLOR 14,1
100 PRINT"                                ECMC COURSE SUMMARY
110 COLOR 15,1
120 PRINT"                                PERCENT
130 PRINT"                                CORRECT
140 PRINT"                                LESSON
150 PRINT"                                <1> Equipment Management      "PCT1"
160 PRINT"                                <2> Custodial Accounts        "PCT2"
170 PRINT"                                <3> Equipment                "PCT3"
180 PRINT"                                <4> Custodian Documents and Forms "PCT4"
190 PRINT"                                <5> Custodian Files           "PCT5"
200 PRINT"                                <6> ECMC Terms and Definitions  "PCT6"
210 PRINT"                                <7> ECMC TEST
220 PRINT"                                YOUR TOTAL TEST SCORE IS      "PCTTOT"
225 IF T = 2 THEN 230
230 IF PCTTOT >= 70 THEN 232
231 GOTO 275
232 OPEN "user.dat" FOR APPEND AS #2
233 WRITE#2, T, F$, L$,R$, S,P$, PCTTOT,C$, J$, N$,E$, DATE$
235 CLOSE #2
245 PRINT
250 PRINT"                                CONGRATULATIONS. YOU HAVE SUCCESSFULLY COMPLETED THE
260 PRINT"                                EQUIPMENT CUSTODIAN MANAGEMENT COURSE.
270 GOTO 553
275 PRINT
276 OPEN "user.dat" FOR APPEND AS #2
277 WRITE#2, T, F$, L$,R$, S,P$, PCTTOT,C$, J$, N$,E$, DATE$
279 CLOSE #2
280 PRINT"                                YOUR SCORE DOES NOT MEET THE STANDARD FOR THIS COURSE.
281 IF T = 2 THEN 284
282 GOTO 299
283 PRINT
284 PRINT"                                At this time you have completed the ECMC test twice
285 PRINT"                                and have failed to pass. Please talk with the instructor or
286 PRINT"                                training personnel on rescheduling for remeual training.
287 PRINT
288 PRINT
289 PRINT
290 INPUT"                                Press <ENTER>","P
291 CLS
292 CHAIN "END"
299 PRINT
300 PRINT"                                At this time you may review any of the lessons above,
310 PRINT"                                but remember only one review of each lesson will be allowed.
320 PRINT"                                After completing your review, you must retake the complete
321 PRINT"                                exam again. GOOD LUCK ON YOUR RETAKE EXAM.

```

```

322 IF BLK1=1 THEN 380
323 IF BLK2=1 THEN 390
324 IF BLK3=1 THEN 400
325 IF BLK4=1 THEN 410
326 IF BLK5=1 THEN 420
327 IF BLK6=1 THEN 430
331 BLK1 = 0
332 BLK2 = 0
333 BLK3 = 0
334 BLK4 = 0
335 BLK5 = 0
336 BLK6 = 0
337 GOTO 432
380 BLK1=BLK1+1
381 GOTO 440
390 BLK2=BLK2+1
391 GOTO 450
400 BLK3=BLK3+1
401 GOTO 460
410 BLK4=BLK4+1
411 GOTO 470
420 BLK5=BLK5+1
421 GOTO 480
430 BLK6=BLK6+1
431 GOTO 490
432 BLK1=BLK1+1
433 BLK2=BLK2+1
434 BLK3=BLK3+1
435 BLK4=BLK4+1
436 BLK5=BLK5+1
437 BLK6=BLK6+1
440 IF BLK1 >= 2 THEN 681
450 IF BLK2 >= 2 THEN 840
460 IF BLK3 >= 2 THEN 980
470 IF BLK4 >= 2 THEN 1110
480 IF BLK5 >= 2 THEN 1230
490 IF BLK6 >= 2 THEN 1340
552 IF PCTTOT<70 THEN 569
553 PRINT
555 PRINT
560 PRINT
564 PRINT
565 INPUT"
566 CLS
567 GOTO 1455
569 PRINT
570 PRINT"
575 PRINT
580 INPUT"
590 CLS
610 IF A$ = "1" THEN CHAIN "EM"
620 IF A$ = "2" THEN CHAIN "CA"

```

Press <ENTER>","P

Please select review lessons in order.

Select a number and press <ENTER> ","A\$

```

630 IF A$ = "3" THEN CHAIN "EQ"
640 IF A$ = "4" THEN CHAIN "CDF"
650 IF A$ = "5" THEN CHAIN "CF"
660 IF A$ = "6" THEN CHAIN "TD"
670 IF A$ = "7" THEN CHAIN "TST"
680 GOTO 10
681 CLS
682 COLOR 15,1
683 PRINT
684 COLOR 14,1
685 PRINT"                                ECMC COURSE SUMMARY
686 COLOR 15,1
687 PRINT"
688 PRINT"                                LESSON
689 PRINT"                                <1> Equipment Management
690 PRINT"                                <2> Custodial Accounts
691 PRINT"                                <3> Equipment
692 PRINT"                                <4> Custodian Documents and Forms
693 PRINT"                                <5> Custodian Files
694 PRINT"                                <6> ECMC Terms and Definitions
695 PRINT"                                <7> ECMC TEST
696 PRINT
699 PRINT"                                Please select review lessons in order.
700 INPUT"                                Select a number and press <ENTER> ",A$
730 IF A$ = "1" THEN GOTO 681
770 IF A$ = "2" THEN CHAIN "CA"
780 IF A$ = "3" THEN CHAIN "EQ"
790 IF A$ = "4" THEN CHAIN "CDF"
800 IF A$ = "5" THEN CHAIN "CF"
810 IF A$ = "6" THEN CHAIN "TD"
820 IF A$ = "7" THEN CHAIN "TST"
821 PRINT
823 PRINT
831 PRINT"                                Sorry, this lesson has already been reviewed. Please
832 PRINT"                                press <ENTER> and make another selection.
833 PRINT
834 PRINT
835 INPUT"                                Press <ENTER> ",P
838 CLS
839 GOTO 681
840 CLS
841 COLOR 15,1
842 PRINT
843 COLOR 14,1
844 PRINT"                                ECMC COURSE SUMMARY
845 COLOR 15,1
846 PRINT"
847 PRINT"                                LESSON
848 PRINT"                                <1> Equipment Management
849 PRINT"                                <2> Custodial Accounts
850 PRINT"                                <3> Equipment
851 PRINT"                                <4> Custodian Documents and Forms

```

```

852 PRINT"          <5> Custodian Files
853 PRINT"          <6> ECMC Terms and Definitions
856 PRINT"          <7> ECMC TEST
857 PRINT
858 PRINT"          Please select review lessons in order.
859 INPUT"          Select a number and press <ENTER> ",A$
880 IF A$ = "1" OR A$="2" THEN 961
920 IF A$ = "3" THEN CHAIN "EQ"
930 IF A$ = "4" THEN CHAIN "CDF"
940 IF A$ = "5" THEN CHAIN "CF"
950 IF A$ = "6" THEN CHAIN "TD"
960 IF A$ = "7" THEN CHAIN "TST"
961 PRINT
962 PRINT
965 PRINT"          Sorry, this lesson has already been reviewed. Please
966 PRINT"          press <ENTER> and make another selection.
967 PRINT
968 PRINT
969 INPUT"          Press <ENTER> ",P
976 CLS
977 GOTO 840
980 CLS
981 COLOR 15,1
982 PRINT
983 COLOR 14,1
984 PRINT"          ECMC COURSE SUMMARY
985 COLOR 15,1
986 PRINT"
987 PRINT"          LESSON
988 PRINT"          <1> Equipment Management
990 PRINT"          <2> Custodial Accounts
991 PRINT"          <3> Equipment
992 PRINT"          <4> Custodian Documents and Forms
993 PRINT"          <5> Custodian Files
994 PRINT"          <6> ECMC Terms and Definitions
995 PRINT"          <7> ECMC TEST
996 PRINT
998 PRINT"          Please select review lessons in order.
999 INPUT"          Select a number and press <ENTER> ",A$
1020 IF A$ = "1" OR A$="2" OR A$="3" THEN 1091
1060 IF A$ = "4" THEN CHAIN "CDF"
1070 IF A$ = "5" THEN CHAIN "CF"
1080 IF A$ = "6" THEN CHAIN "TD"
1090 IF A$ = "7" THEN CHAIN "TST"
1091 PRINT
1092 PRINT
1093 PRINT
1095 PRINT"          Sorry, this lesson has already been reviewed. Please
1096 PRINT"          press <ENTER> and make another selection.
1097 PRINT
1098 PRINT
1099 INPUT"          Press <ENTER> ",P

```

```

1100 CLS
1105 GOTO 980
1110 CLS
1111 COLOR 15,1
1112 PRINT
1113 COLOR 14,1
1114 PRINT"                      ECMC COURSE SUMMARY
1115 COLOR 15,1
1116 PRINT"
1117 PRINT"                      LESSON
1118 PRINT"                      <1> Equipment Management
1119 PRINT"                      <2> Custodial Accounts
1120 PRINT"                      <3> Equipment
1121 PRINT"                      <4> Custodian Documents and Forms
1122 PRINT"                      <5> Custodian Files
1123 PRINT"                      <6> ECMC Terms and Definitions
1124 PRINT"                      <7> ECMC TEST
1125 PRINT
1137 PRINT"                      Please select review lessons in order.
1138 INPUT"                      Select a number and press <ENTER>",$
1150 IF A$ = "1" OR A$="2" OR A$="3" OR A$="4" THEN 1211
1190 IF A$ = "5" THEN CHAIN "CF"
1200 IF A$ = "6" THEN CHAIN "TD"
1210 IF A$ = "7" THEN CHAIN "TST"
1211 PRINT
1213 PRINT
1214 PRINT"                      Sorry, this lesson has already been reviewed. Please
1215 PRINT"                      press <ENTER> and make another selection.
1216 PRINT
1217 PRINT
1218 INPUT"                      Press <ENTER>",$P
1219 CLS
1220 GOTO 1110
1230 CLS
1231 COLOR 15,1
1232 PRINT
1233 COLOR 14,1
1234 PRINT"                      ECMC COURSE SUMMARY
1235 COLOR 15,1
1236 PRINT"
1237 PRINT"                      LESSON
1238 PRINT"                      <1> Equipment Management
1240 PRINT"                      <2> Custodial Accounts
1241 PRINT"                      <3> Equipment
1242 PRINT"                      <4> Custodian Documents and Forms
1243 PRINT"                      <5> Custodian Files
1244 PRINT"                      <6> ECMC Terms and Definitions
1245 PRINT"                      <7> ECMC TEST
1246 PRINT
1248 PRINT"                      Please select review lessons in order.
1249 INPUT"                      Select a number and press <ENTER>",$
1270 IF A$ = "1" OR A$="2" OR A$="3" OR A$="4" OR A$="5" THEN 1321

```



```

1310 IF A$ = "6" THEN CHAIN "TD"
1320 IF A$ = "7" THEN CHAIN "TST"
1321 PRINT
1322 PRINT
1323 PRINT
1324 PRINT"                Sorry, this lesson has already been reviewed. Please
1325 PRINT"                press <ENTER> and make another selection.
1326 PRINT
1327 PRINT
1328 INPUT"                                Press <ENTER> ",P
1329 CLS
1330 GOTO 1230
1340 CLS
1341 COLOR 15,1
1342 PRINT
1343 COLOR 14,1
1344 PRINT"                                ECMC COURSE SUMMARY
1345 COLOR 15,1
1346 PRINT"
1347 PRINT"                                LESSON
1348 PRINT"                                <1> Equipment Management
1349 PRINT"                                <2> Custodial Accounts
1350 PRINT"                                <3> Equipment
1351 PRINT"                                <4> Custodian Documents and Forms
1352 PRINT"                                <5> Custodian Files
1353 PRINT"                                <6> ECMC Terms and Definitions
1354 PRINT"                                <7> ECMC TEST
1355 PRINT
1367 PRINT"                Please select review lessons in order.
1368 INPUT"                                Select a number and press <ENTER> ",A$
1380 IF A$ = "1" OR A$="2" OR A$="3" OR A$="4" OR A$="5" OR A$="6" THEN 1421
1420 IF A$ = "7" THEN CHAIN "TST"
1421 PRINT
1422 PRINT
1423 PRINT
1424 PRINT"                Sorry, this lesson has already been reviewed. Please
1425 PRINT"                press <ENTER> and make another selection.
1426 PRINT
1427 PRINT
1428 INPUT"                                Press <ENTER> ",P
1429 CLS
1430 GOTO 1340
1455 CHAIN "END"
-----
10 REM THIS IS PROGRAM CS.BAS THE COURSE SUMMARY FOR ECMC.
20 COMMON F$, L$, BLK1,S,J$,N$,R$,P$,C$,E$
30 COMMON BLK2, BLK3, BLK4, BLK5, BLK6
40 KEY OFF
50 COLOR 15,1
60 CLS
70 PRINT
80 COLOR 14,1

```

90 PRINT"  
95 PRINT"  
100 COLOR 15,1  
110 PRINT"  
120 PRINT"  
130 PRINT"  
140 PRINT"  
150 PRINT"  
160 PRINT"  
170 PRINT"  
180 PRINT"  
190 PRINT"  
200 PRINT"  
210 PRINT"  
220 PRINT"  
230 PRINT"  
240 PRINT"  
250 PRINT"  
260 PRINT"  
270 PRINT"  
280 PRINT"  
290 PRINT"  
310 PRINT  
320 INPUT"  
330 CLS  
340 PRINT"  
350 COLOR 14,1  
360 PRINT"  
370 COLOR 15,1  
380 PRINT"  
390 PRINT"  
400 PRINT"  
410 PRINT"  
420 PRINT"  
430 PRINT"  
440 PRINT"  
450 PRINT"  
460 PRINT"  
470 PRINT"  
480 PRINT"  
490 PRINT"  
500 PRINT"  
510 PRINT"  
520 PRINT"  
530 PRINT"  
540 PRINT  
550 PRINT  
560 PRINT  
565 PRINT  
570 PRINT  
580 INPUT"  
590 CLS

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*  
\*\*\* LESSON ONE \*\*\*

This lesson provided information on AFEMS, Publications Pecuniary liability, Property responsibilities, and FWA. The main purpose of AFEMS is to provide Air Force activities with a standard way of controlling and accounting for equipment. Remember that HQ Air Force establishes AFEMS policy and these policies are carried out by HQ AFLC. The equipment custodian must be familiar with many publications and regulations:

1. AFR 20-14
2. AFR 67-23
3. AFM 67-1
4. AFR 177-111

Pecuniary liability may be incurred by willful misconduct and negligence in use of government property. Pecuniary liability for a Report of Survey will be limited to one month's base pay of the individual.

press <ENTER>",P

\*\*\*\*\* SUMMARY \*\*\*\*\*

Supply discipline is the requirement to conserve and protect U.S. Government supplies and equipment for operational needs. An accountable officer is an individual appointed to maintain records in connection with government property. As funds become harder to obtain, property responsibility is becoming more and more important. AFR 20-14 states the policy regarding the responsibilities for public property under the control of the Air Force. The main purpose of the Air Force Fraud, Waste, and Abuse program is to concentrate efforts to eliminate FWA. AFR 123-2 defines the Air Force policy on FWA. Remember, disclosure is confidential; call WPAFB extension 76432.

press <ENTER>",P

600 PRINT  
610 COLOR 14,1  
620 PRINT"  
625 PRINT"  
630 COLOR 15,1

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*  
\*\*\* LESSON TWO \*\*\*

640 PRINT  
650 PRINT"  
660 PRINT"  
670 PRINT"  
680 PRINT"  
690 PRINT"  
700 PRINT"  
710 PRINT"  
720 PRINT"  
730 PRINT"  
740 PRINT  
750 PRINT  
760 PRINT  
770 PRINT  
780 PRINT  
800 PRINT  
810 PRINT  
820 PRINT  
825 PRINT  
830 PRINT

In summary we have examined establishing equipment accounts and the responsibilities of both the organization commander and the equipment custodian. New accounts will be accomplished through the 2750th LS/DMSP. Organization Commanders will submit request for appointments of custodians to EMU. Custodians should be replaced at least 45-60 days before leaving the equipment account. AF Form 1297's will be prepared and maintained by the equipment custodian and updated annually.

840 INPUT"  
850 CLS

press <ENTER>".P

860 PRINT"  
870 COLOR 14,1  
880 PRINT"  
885 PRINT"  
890 COLOR 15,1

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*  
\*\*\* LESSON THREE \*\*\*

900 PRINT"  
910 PRINT"  
920 PRINT"  
930 PRINT"  
940 PRINT"  
950 PRINT"  
960 PRINT"  
970 PRINT"  
980 PRINT"  
990 PRINT"  
1000 PRINT"  
1010 PRINT"  
1020 PRINT"  
1030 PRINT"  
1040 PRINT"  
1050 PRINT"  
1060 PRINT"  
1070 PRINT  
1080 PRINT  
1100 PRINT

This lesson has defined equipment as a non-consumable item that retains its identity. Some of the major factors in the process of receiving material from supply are the Sources of Supply (SOS), UMMIPS, and the Due-Out system.

The major SOS are the Air Logistic Centers, the Defense Logistic Agency, the General Services Administration, and Local Purchase. Local Purchase items are paid for by Base O&M funds. There are two major factors of UMMIPS: the Force Activity Designator(FAD) and the Urgency of Need Designator (UND). There are two types of Due-Outs Memo and Firm. All equipment items are ordered as Memo and upgraded to Firm when organizations notify supply that money is available. All equipment type due-outs will be validated on a quarterly basis.

1110 INPUT"

press <ENTER>","P

1120 CLS

1130 PRINT

1140 COLOR 14,1

1150 PRINT"

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*

1155 PRINT"

\*\*\* LESSON FOUR \*\*\*

1160 COLOR 15,1

1170 PRINT

1180 PRINT"

1190 PRINT"

In this lesson we have reviewed the different documents and forms used by the custodian to order equipment.

1200 PRINT"

1210 PRINT"

Allowance documents, TA's, and the MEMI are used by the

1220 PRINT"

custodian for authorization and ordering equipment. We have reviewed the requirements necessary to fill out AF Forms 601

1230 PRINT"

1240 PRINT"

and 2005. In this lesson we have reviewed the

1250 PRINT"

responsibilities of transferring equipment from one custodian

1260 PRINT"

to another, the inventory responsibilities of the custodian,

1270 PRINT"

and the overall management of furniture under your equipment account.

1280 PRINT"

1290 PRINT"

1300 PRINT"

1305 PRINT

1306 PRINT

1310 PRINT

1320 PRINT

1325 PRINT

1330 PRINT

1340 INPUT"

press <ENTER>","P

1350 CLS

1360 PRINT"

1370 COLOR 14,1

1380 PRINT"

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*

1385 PRINT"

\*\*\* LESSON FIVE \*\*\*

1390 COLOR 15,1

1400 PRINT"

1410 PRINT"

This lesson has covered the Equipment Custodian File. The file consist of the following six (6) sections.

1420 PRINT"

1430 PRINT"

1. TAB A - CURRENT ACTIONS

1440 PRINT"

2. TAB B - INFORMATION FILE

1450 PRINT"

3. TAB C - SUSPENSE AND COMPLETED FILE

1460 PRINT"

4. TAB D - ADJUSTMENT DOCUMENTS

1470 PRINT"

5. TAB E - REGISTER OF CONTROL NUMBERS

1480 PRINT"

6. TAB F - REGULATIONS, TA's, AND CERTIFICATES

1490 PRINT"

1500 PRINT"

The custodian file is considered the backbone of AFEMS. If the custodians files are not kept up to date and in order the whole process of accounting and maintaining for equipment can be lost.

1510 PRINT"

1520 PRINT"

1530 PRINT"

1540 PRINT

1550 PRINT

1560 PRINT

1570 PRINT

```

1580 PRINT
1590 PRINT
1600 INPUT"
1610 CLS
1620 PRINT"
1630 PRINT"
1640 COLOR 14,1
1650 PRINT"
1655 PRINT"
1660 COLOR 15,1
1670 PRINT"
1680 PRINT"
1690 PRINT"
1700 PRINT"
1710 PRINT"
1720 PRINT"
1730 PRINT"
1740 PRINT"
1750 PRINT"
1760 PRINT"
1770 PRINT"
1780 PRINT"
1790 PRINT"
1800 PRINT"
1805 PRINT
1806 PRINT
1810 PRINT"
1820 PRINT
1830 PRINT
1840 INPUT"
1850 CLS
1860 CHAIN "mm"

```

PRESS <ENTER>","P

\*\*\*\*\* COURSE SUMMARY \*\*\*\*\*  
 \*\*\* LESSON SIX \*\*\*

This lesson has reviewed some of the important terms and definitions used in Base Supply today. To receive a better understanding of Base Supply and Equipment Management pages 65 through 75 of the Equipment Management Guide should be examined.

press <ENTER>","P

```

-----
10 REM THIS IS PROGRAM HELP.BAS THE HELP SCREEN
20 COMMON F$,L$,S,J$,N$,R$,P$,C$,E$
30 COLOR 15,1
40 CLS
50 PRINT
60 PRINT
70 COLOR 14,1
80 PRINT"
90 COLOR 15,1
100 PRINT
110 PRINT
120 PRINT"
130 PRINT"
140 PRINT"
150 PRINT"
170 PRINT"
180 PRINT"
181 PRINT
190 PRINT

```

\*\*\*\*\* ECMC HELP \*\*\*\*\*

Questions concerning supply customer and" custodian training at Wright-Patterson AFB should" be directed to the Customer Service and Training" Unit. Base Supply's training coordinator is Ms." Jody Taylor. She can be contacted at extension" 72409 and 72484."

```

200 PRINT
210 PRINT
220 PRINT
230 PRINT
240 PRINT
250 PRINT
260 PRINT
270 PRINT
280 PRINT
290 PRINT
300 INPUT"
305 CLS
310 CHAIN "MM"

```

Press <ENTER>","P

---

```

5 COMMON F$,L$,S,J$,N$,R$,P$,C$,E$
10 KEY OFF
15 CLS
20 REM this program end.bas quits program
26 PRINT
30 PRINT
40 PRINT
50 PRINT"          THANKS FOR YOUR REVIEW OF THE ECMC PROGRAM."
55 PRINT"              ON
56 PRINT"              "E$"      "
60 PRINT
61 OPEN "quit.dat" FOR APPEND AS #3
62 WRITE#3, F$, L$,R$,S,P$,C$,J$, N$,E$, DATE$
63 CLOSE#3
70 PRINT"          Please type SYSTEM to return to DOS.
80 PRINT
90 END

```

## Appendix D: Results of Screen Design Survey

### Color Preference Survey

Topic	Color Background/Characters	Spacing S/D	Individual Scores
Screen 1	Lt. Blue/Black	S	4
Screen 2	Red/White	S	1
Screen 3	Black/Green	S	4
Screen 4	White/Black	S	2
Screen 5	Blue/Intense white	S	11
Screen 6	Lt. Blue/Black	D	4
Screen 7	Red/White	D	2
Screen 8	Black/Green	D	5
Screen 9	White/Black	D	2
Screen 10	Blue/Intense white	D	10

Results -- Color: Lt. Blue/Black - 8  
 Red/White - 3  
 Black/Green - 9  
 White/Black - 4  
 Blue/Intense white - 21  
 Choice: Blue/background - Intense white/characters

Spacing: Single space - 22  
 Double space - 23  
 Choice: Undetermined from this survey

Appendix E: Data from Conventional Course Offering

CONVENTIONAL INSTRUCTION  
TIME STATS

7-20-89

	START	FINISH	DIFFERENCE
COURSE	<u>0900</u>	ATTENDANCE <u>17</u>	
INTRODUCTION	<u>0900</u>	<u>0919</u>	<u>0019</u>
INSTRUCTION	<u>0919</u>	<u>0959</u>	<u>0040</u>
INSTRUCTION	<u>1016</u>	<u>1110</u>	<u>0054</u>
INSTRUCTION	<u>1110</u>	<u>1133</u>	<u>0023</u>
INSTRUCTION	<u>1235</u>	<u>1339</u>	<u>0064</u>
INSTRUCTION	<u>1350</u>	<u>1432</u>	<u>0042</u>
TOTAL INSTRUCTION TIME			<u>3 hrs 43 min</u>

TEST TIMES Start: 1435

	STOP	TOTAL EXAM TIME	TOTAL CLASSROOM TIME	TEST SCORES
STUDENT 1	<u>1506</u>	<u>31</u> min	<u>6 hrs 6</u> min	<u>84</u>
STUDENT 2	<u>1511</u>	<u>36</u> -	<u>6</u> - <u>11</u> -	<u>80</u>
STUDENT 3	<u>1514</u>	<u>39</u> -	<u>6</u> - <u>14</u> -	<u>94</u>
STUDENT 4	<u>1515</u>	<u>40</u> -	<u>6</u> - <u>15</u> -	<u>88</u>
STUDENT 5	<u>1516</u>	<u>41</u> -	<u>6</u> - <u>16</u> -	<u>86</u>
STUDENT 6	<u>1516</u>	<u>41</u> -	<u>6</u> - <u>16</u> -	<u>80</u>
STUDENT 7	<u>1523</u>	<u>48</u> -	<u>6</u> - <u>23</u> -	<u>86</u>
STUDENT 8	<u>1525</u>	<u>50</u> -	<u>6</u> - <u>25</u> -	<u>92</u>
STUDENT 9	<u>1526</u>	<u>51</u> -	<u>6</u> - <u>26</u> -	<u>88</u>
STUDENT 10	<u>1527</u>	<u>52</u> -	<u>6</u> - <u>27</u> -	<u>84</u>
STUDENT 11	<u>1528</u>	<u>53</u> -	<u>6</u> - <u>28</u> -	<u>86</u>
STUDENT 12	<u>1528</u>	<u>53</u> -	<u>6</u> - <u>28</u> -	<u>84</u>
STUDENT 13	<u>1531</u>	<u>56</u> -	<u>6</u> - <u>31</u> -	<u>88</u>
STUDENT 14	<u>1533</u>	<u>58</u> -	<u>6</u> - <u>33</u> -	<u>84</u>
STUDENT 15	<u>1534</u>	<u>59</u> -	<u>6</u> - <u>34</u> -	<u>82</u>
STUDENT 16	<u>1536</u>	<u>61</u> -	<u>6</u> - <u>36</u> -	<u>92</u>
STUDENT 17	<u>1536</u>	<u>61</u> -	<u>6</u> - <u>36</u> -	<u>84</u>



Appendix F: Data from CAI Course Offering

CAI COURSE  
TIME STATS

7-27-89

COURSE	START <u>0855</u>	ATTENDANCE <u>11</u>	
INTRODUCTION	START <u>0855</u>	FINISH <u>0910</u>	DIFFERENCE <u>0015</u>
INSTRUCTION	<u>0910</u>	<u>1020</u>	<u>0103</u>
INSTRUCTION	-	<u>1025</u>	<u>0108</u>
INSTRUCTION	-	<u>1040</u>	<u>0123</u>
INSTRUCTION	-	<u>1027</u>	<u>0110</u>
INSTRUCTION	-	<u>1025</u>	<u>0108</u>
INSTRUCTION	-	<u>1050</u>	<u>0133</u>
INSTRUCTION	-	<u>1020</u>	<u>0103</u>
INSTRUCTION	-	<u>1025</u>	<u>0108</u>
INSTRUCTION	-	<u>1047</u>	<u>0130</u>
INSTRUCTION	-	<u>1032</u>	<u>0115</u>
INSTRUCTION	-	<u>1115</u>	<u>0058</u>

BREAK TIME 0007

	TEST TIMES		TOTAL EXAM TIME	TOTAL CLASSROOM TIME	TEST SCORES
	START	STOP			
STUDENT 1	<u>1010</u>	<u>1150</u>	<u>100</u> min	<u>2</u> hrs <u>29</u> min	<u>82</u>
STUDENT 2	<u>1015</u>	<u>1135</u>	<u>80</u> -	<u>2</u> - <u>25</u> -	<u>86</u>
STUDENT 3	<u>1042</u>	<u>1126</u>	<u>44</u> -	<u>2</u> - <u>33</u> -	<u>92</u>
STUDENT 4	<u>1026</u>	<u>1120</u>	<u>54</u> -	<u>2</u> - <u>25</u> -	<u>94</u>
STUDENT 5	<u>1021</u>	<u>1124</u>	<u>63</u> -	<u>2</u> - <u>25</u> -	<u>88</u>
STUDENT 6	<u>1030</u>	<u>1120</u>	<u>50</u> -	<u>2</u> - <u>40</u> -	<u>92</u>
STUDENT 7	<u>1035</u>	<u>1120</u>	<u>45</u> -	<u>2</u> - <u>55</u> -	<u>98</u>
STUDENT 8	<u>1015</u>	<u>1050</u>	<u>35</u> -	<u>1</u> - <u>55</u> -	<u>98</u>
STUDENT 9	<u>1025</u>	<u>1110</u>	<u>45</u> -	<u>2</u> - <u>15</u> -	<u>98</u>
STUDENT 10	<u>1025</u>	<u>1100</u>	<u>35</u> -	<u>2</u> - <u>05</u> -	<u>96</u>
STUDENT 11	<u>1027</u>	<u>1100</u>	<u>33</u> -	<u>2</u> - <u>05</u> -	<u>92</u>

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The purpose of this research was to investigate the feasibility of developing and testing a Computer-Assisted Instruction (CAI) program for the Equipment Custodian Management Block III course administered by the Wright-Patterson AFB Base Supply Customer Training Unit.

The study had five major categories of investigative questions: 1) the training requirements of supply, 2) the circumstances in supply that could affect CAI development, 3) the Air Force (AF) guidance on development of training, 4) the development of CAI, and 5) the effective ways to test and evaluate a CAI course. To answer the above questions interviews were conducted with key supply personnel, the literature on CAI theory was reviewed, and AF regulations and manuals were searched.

After the first four investigative questions were answered, a CAI prototype course could be developed. To develop the CAI program, decisions had to be made in three areas. These three areas are the CAI course content, the CAI course structure, and the implementation of the CAI course. After these decisions were made, a CAI course was designed.

The CAI course was implemented into a classroom setting and evaluated against the conventional instruction. The evaluation compared student achievement, instructional time, test time, and overall course time. For this experiment, CAI was found to be a feasible method of instruction for the WPAFB Base Supply Training Unit. A considerable reduction in overall course time was observed. The average overall course time for the CAI course was 2 hours, 23 minutes, a reduction of 62 percent from the overall average conventional course length. Also, student exam scores showed an increase over the conventional course observed. The exam scores for the CAI course averaged 92 percent, a seven percent increase over the scores obtained by the lecture/discussion method of instruction.

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